MARPLE NEWTOWN SCHOOL DISTRICT
PAYROLL DEPARTMENT
HOURLY RATE EMPLOYEE'S TIME REPORT

EMPLOYEE INFORMATION (Please Print)

SOCIAL SECURITY #:

NAME: LOCATION:

Day	Date	Start Time	Finish Time	Regular Hours	Overtime Hours	Job Description
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
			Weekly Total			
Day	Date	Start Time	Finish Time	Regular Hours	Overtime Hours	Job Description
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
			Weekly Total			

Pay Period Total Regular Hours:

Pay Period Total Overtime Hours:

BUDGET CODE:

EMPLOYEE SIGNATURE: DATE:

SUPERVISOR: DATE: