

FORT SMITH PUBLIC SCHOOLS  
**TIME REPORT — THE BASIC SCHOOL**

<b>SESSION DATES</b>
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<b>FROM</b>	01	25	21
	<small>MONTH</small>	<small>DAY</small>	<small>YEAR</small>

<b>TO</b>	02	25	21
	<small>MONTH</small>	<small>DAY</small>	<small>YEAR</small>

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE ID #</b>
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<b>WORK ASSIGNMENT</b>	BASIC SCHOOL INSTRUCTOR - NORTHSIDE HIGH SCHOOL
<b>ASSIGNMENT LOCATION</b>	

HOURLY-RATE EMPLOYEE	
<i>Indicate total number of <u>hours per day</u> for each day worked during the session.</i>	
<b>Hourly Rate</b>	\$ 34.69
<b>BU #</b>	1275 1954 024 438 00 61110
<b>Total Number of Hours Worked During Pay Period</b>	
<b>Total Amount to be Paid</b> <small>example 34.69 X 60 = 2,081.40</small>	

**January:**

25	26	27	28	29	30	31

**February:**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

16	17	18	19	20	21	22	23	24	25

	SIGNATURE	DATE
<b>EMPLOYEE</b>		
<b>SUPERVISOR</b>		

**— Forward completed Time Report to the Human Resources Office —**

Human Resources Office Approval	

Assistant Superintendent of Human Resources and Campus Support

Date