

Hardin County Educational Service Center

1211 West Lima Street, Suite A * Kenton, Ohio 43326
 Phone: (419) 674-2288 * Fax: (419) 675-3309

Date Faxed: 12-1-2011

Employee Time Sheet

Name: Lucy France Month: November 2011

Date of Month	Start Time - End Time	Total Hours	Date of Month	Start Time - End Time	Total Hours
1			16	8:30am - 4:00pm	6.5
2			17	8:30am - 4:00pm	6.5
3			18	8:30am - 4:00pm	6.5
4			19		
5			20		
6			21	8:30am - 4:00pm	6.5
7			22	8:30am - 4:00pm	6.5
8			23	8:30am - 4:00pm	6.5
9			24	Thanksgiving	0
10			25	Non work	0
11			26		
12			27		
13			28	9:00am - 4:00pm	6.0
14			29	10:00am - 4:00pm	5.0
15			30	8:30am - 4:00pm	6.5
			31		
TOTAL			TOTAL		56.5

I certify that this form is true, correct, and complete. Falsification of my part of this record constitutes grounds for termination of my employment.

Signature of Employee Lucy France

Date 11-30-2011

Approved by Building Personnel _____

Date _____

Approved by HCESC Supervisor _____

Date _____

Treasurer _____

Date _____

**** SUBMIT THIS FORM IMMEDIATELY FOLLOWING THE 15TH AND THE 30/31ST OF EACH MONTH ****