



RIVER
FOREST
PUBLIC
SCHOOLS

Administration Building
7776 Lake Street
River Forest, IL 60305
Phone: (708) 771 - 8282

PAYROLL TIMESHEET

Employee Name:

Building:

Duties:

Pay Rate

Date	Time In	Time Out	Total Hours	Description of job performed
		Grand Total		

Employee Signature: _____

Date: _____

Approval Signature: _____

Date: _____