

**PLYMOUTH COMMUNITY SCHOOL CORPORATION**

**EMPLOYEE SERVICE RECORD**

**Payroll Period Beginning:** \_\_\_\_\_ Refer to Pay Schedule

**Ending:** \_\_\_\_\_ Refer to Pay Schedule

**Department:** \_\_\_\_\_ School Name

**Position:** \_\_\_\_\_ Prep Time/Classroom Coverage

**Absent Codes:** S = Sick V = Vacation H = Holiday FI = Family Illness D = Funeral X = Unexcused C = Conference

Day	Sunday 20			Monday 21			Tuesday 22			Wed 23			Thurs 24			Friday 25			Sat 26			Week	
Time	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	Total Hrs Worked	
Hours Worked				8:00	10:00	2.00							10:00	11:00	1.00								3
Reason For OT																							

Day	Sunday 27			Monday 28			Tuesday 29			Wed 30			Thurs 1			Friday 2			Sat 3			Week	
Time	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	IN	Out	Hrs	Total Hrs Worked	
Hours Worked										8:00	8:30	0.50											0.5
Reason For OT																							

**Absent Codes:** S = Sick FI = Family Illness  
 V = Vacation D = Funeral  
 H = Holiday C = Conference  
 X = Unexcused

**Save** Annette Hodges Digitally signed by Annette Hodges  
 Date: 2020.10.08 07:49:56 -04'00'  
 Employee digital signature **Email** **Clear Form**

**Save** \_\_\_\_\_  
 Supervisor digital signature **Email**

~EXAMPLE~