

**PLYMOUTH COMMUNITY SCHOOL CORPORATION**

**EMPLOYEE SERVICE RECORD**

Payroll Period Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

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

| Day           | Sunday |     |     | Monday |     |     | Tuesday |     |     | Wed |     |     | Thurs |     |     | Friday |     |     | Sat |     |     | 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  |        |     |     |        |     |     |         |     |     |     |     |     |       |     |     |        |     |     |     |     |     |                  |
| Reason For OT |        |     |     |        |     |     |         |     |     |     |     |     |       |     |     |        |     |     |     |     |     |                  |

| Day           | Sunday |     |     | Monday |     |     | Tuesday |     |     | Wed |     |     | Thurs |     |     | Friday |     |     | Sat |     |     | 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  |        |     |     |        |     |     |         |     |     |     |     |     |       |     |     |        |     |     |     |     |     |                  |
| Reason For OT |        |     |     |        |     |     |         |     |     |     |     |     |       |     |     |        |     |     |     |     |     |                  |

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



Employee digital signature



Supervisor digital signature

