



2017-2018 MONTHLY TIME REPORTING SCHEDULE

Time Reporting Period	Total Hours for the Time Period	START	END	Staff Completed by	Supervisor Approved By	Payroll Deposit Date
1	104	SEPT 01	SEPT 19	SEPT 21	SEPT 22	SEPT 29, 2017
2	176	SEPT 20	OCT 19	OCT 24	OCT 25	OCT 31, 2017
****3	168	OCT 20	NOV 19	NOV 16	NOV 17	NOV 30, 2017
****4	176	NOV 20	DEC 19	DEC 14	DEC 15	DEC 29, 2017
5	184	DEC 20	JAN 19	JAN 23	JAN 24	JAN 31, 2018
6	168	JAN 20	FEB 19	FEB 21	FEB 22	FEB 28, 2018
7	160	FEB 20	MAR 19	MAR 24	MAR 27	MAR 30, 2018
9	184	MAR 20	APR 19	APR 21	APR 24	APR 30, 2018
9	168	APR 20	MAY 19	MAY 23	MAY 24	MAY 31, 2018
10	176	MAY 20	JUN 19	JUN 22	JUN 23	JUN 29, 2018
11	176	JUN 20	JUL 19	JUL 24	JUL 25	JUL 31, 2018
12	168	JUL 20	AUG 19	AUG 23	AUG 24	AUG 31, 2018

*****Will require projected hours due to Holiday break.