

KING WILLIAM COUNTY PUBLIC SCHOOLS

ATHLETICS AND ACTIVITIES TIME SHEET

This form must be signed by the employee and athletic director (if an athletic event) OR director of transportation (non-athletic event). This form is due to the School Board Office by the 16th of each month. Any time sheet received after the 16th will be processed the following month.

Employee Name (print): _____

Event: _____

Date of Event: _____

Assigned Duty: _____

Total Mileage (Bus Driver Only): _____

Departure Time From King William (Bus Driver Only): _____ (A.M./P.M.)

Return Time To King William (Bus Driver Only): _____ (A.M./P.M.)

Employee Signature: _____

Date: _____

_____ Office Use Only _____

To be completed by the Athletic Director or Director of Transportation.

Number of Hours Worked	
Hourly Rate	
Total Approved for Payment	

I certify that the above is true and accurate to the best of my knowledge.

Director's Signature

Date