



Genesee Education Consultant Services

G-6235 Corunna Rd, Suite C
 Flint, MI 48532
 PH: 810-396-1100

CENTER FOR COUNTYWIDE PROGRAMS
BIWEEKLY RECORD

Please fill in all date slots even if no hours worked. This helps reduce errors.

 Name of employee
 (as shown on your social security card)

 Position

 District/Program/Location

 Signature of employee

 Name of Supervisor

 Signature of supervisor

TOTAL PAID HOURS BOTH WEEKS
(DO NOT RECORD UNPAID HOURS)

Regular Hours _____

PTO Hours _____

Holiday/Snow Day Hours _____

TOTAL PAID HOURS _____

TOTAL STIPENDS _____

Timesheets must be turned in to your
 worksite supervisor on the
last day that you work in the pay period.

Please send timesheets to:
 Email: hsncstimesheets@geneseeisd.org -OR-
 CCP Fax: (810) 591-4940 (check fax confirmation)

2019	DATE	NUMBER OF HOURS WORKED <u>Week 1</u>	DATE	NUMBER OF HOURS WORKED <u>Week 2</u>
Monday		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____
Tuesday		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____
Wednesday		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____
Thursday		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____
Friday		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____
Saturday		Regular Hours _____		Regular Hours _____
Sunday		Regular Hours _____		Regular Hours _____
		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____ TOTAL PAID HOURS _____		Regular Hours _____ PTO Hours _____ Holiday/Snow Day Hrs _____ TOTAL PAID HOURS _____

Time recorded in 1/4 hour increments (i.e. 15 minutes = .25)