



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](mailto:hsncstimesheets@geneseeisd.org)

<b>2026</b>	<b>DATE</b>	<b>NUMBER OF HOURS WORKED</b> <b><u>Week 1</u></b>	<b>DATE</b>	<b>NUMBER OF HOURS WORKED</b> <b><u>Week 2</u></b>
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 _____
		<b>Regular Hours</b> _____ <b>PTO Hours</b> _____ <b>Holiday/Snow Day Hrs</b> _____ <b>TOTAL PAID HOURS</b> _____		<b>Regular Hours</b> _____ <b>PTO Hours</b> _____ <b>Holiday/Snow Day Hrs</b> _____ <b>TOTAL PAID HOURS</b> _____

Time recorded in 1/10 hour increments (i.e. 12 minutes = .2)