

# How to fill out your timesheet!

## Only THREE items needed!

			Morning Class		Extended Day		Extra Hours	
			Core Hrs 8:45a - 12:15p		Core Hrs 12:00 - 2:30p			
Signature			Hours Sched	Hours Out	Hours Sched.	Hours Out	Hours Added	Note
5	M		3.5					
6	T		3.5					
7	W		3.5		2.5			
8	Th		3.5					
9	F		3.5					

### Signature Line

If you were present for any part of the day, put your **Signature** here.

If you were out all day write "**OUT**"

### Blue Boxes

The number of hours you were **OUT**

(Example: if you left ½ hour early or arrived ½ hour late, you should enter .5)

### Extra Hours

The number of hours you worked over your scheduled hours

**These hours will need approval by Noni**