PLEASE PRINT NAME _____ **PHONE** _____ **MONTH** _____

KNOX COUNTY ESC TIME SHEET FOR HOURLY EMPLOYEES

DATES DUE TO TREASURER

August 24, 2017	September 8, 2017	September 22, 2017	October 6, 2017	October 24, 2017
November 8, 2017	November 21, 2017	December 8, 2017	December 21, 2017	January 8, 2018
January 24, 2018	February 8, 2018	February 21, 2018	March 8, 2018	March 22, 2018
April 6, 2018	April 23, 2018	May 8, 2018	May 24, 2018	June 8, 2018
June 22, 2018	July 6, 2018	July 24, 2018	August 8, 2018	

Time sheets must be sent to treasurer in the courier, hand delivered, or faxed to 393-6812 by the date listed above.

DATE	One-on-One Aides, Write Name of Student / Substitutes, Write Name of Teacher or Aide	Regular Hours Worked **(Unless approved by an administrator, please do not include your lunch break on your time sheet.)**	Additional Hours	Reason for Additional Hours	Principal Initials	TOTAL HOURS

EMPLOYEE'S SIGNATURE _____ DATE _____ TOTAL HOURS _____

SUPERVISOR'S SIGNATURE _____ DATE _____

All Mount Vernon aides must submit their time sheet to Pam Rose at Mount Vernon Central Office for approval.

Revised 6/26/2017