

**MARGARETTA LOCAL SCHOOLS
OPEN SERVICE TIME SHEET**

Name of employee _____

Name of project _____

Pay period dates beginning _____ and ending _____

DATE (mm/dd/yy)	WORK DESCRIPTION	TOTAL HOURS

Total Hours: _____

Rate per hour: _____

Amount due: _____

For office use only:

Approved: _____

Payroll Date: _____

Rate of reimbursement/hr. _____

Charge To: _____