

NORTHEAST KANSAS LIBRARY SYSTEM



Employee Name: _____

Month: _____

	Date	Time In	Time Out	Total WRK HRS	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTAL					

Employee's Signature: _____
 Date: _____
 Employer's Signature: _____
 Date: _____