

Minnesota Valley Education District Timesheet

Timesheets should be turned in the month directly after the work was completed and will be paid on the 15th payroll. Timesheets are only for work that falls outside of your contract hours. This time must be preapproved. Note: This document is separate from the ACA log. Please use military time when entering time-in and time-out. If entering electronically, the total time will be calculated for you.

						Description		
Date Worked	Time In	Time Out	Time In2	Time Out2	Total Time	of Work Completed	Location	
					0:00:00			
					0:00:00			
					0:00:00			
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					0:00:00			
					0:00:00			
					0:00:00			
						Total Time Worked		

Print, sign, and date below. If you are submitting your timesheet electronically, please use the checkmark to indicate that you're doing so and type your name on the signature line. This signature, whether printed or digital, indicates that to your knowledge, all information provided on this timesheet is accurate and truthful.

	Print Name	Date	÷
П	Employee Signature	Date	3
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	Supervisor Signature	Date	·

Military Time in White Boxes

12:00 AM	0:00	6:00 AM	6:00	12:00 PM	12:00	6:00 PM	18:00	
1:00 AM	1:00	7:00 AM	7:00	1:00 PM	13:00	7:00 PM	19:00	
2:00 AM	2:00	8:00 AM	8:00	2:00 PM	14:00	8:00 PM	20:00	
3:00 AM	3:00	9:00 AM	9:00	3:00 PM	15:00	9:00 PM	21:00	
4:00 AM	4:00	10:00 AM	10:00	4:00 PM	16:00	10:00 PM	22:00	
5:00 AM	5:00	11:00:00 AM	11:00	5:00 PM	17:00	11:00 PM	23:00	