

Monthly Work Report Employees drawing Teacher Retirement

Name _____

Employee ID _____

Month _____

Date	Description Job #1	Hours Worked Job #1	Description Job #2	Hours Worked Job #2	Total Hours Worked
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					

Instructions
FORM MUST
BE AT THE
Payroll Office
NO LATER
than the **End**
of the **1st day**
of each
month.

This must be
filled out
each month.

You must
report **all** **
jobs paid
through
payroll

****Exception****
Do not
include any
time reported
through
Kronos or
Aesop

I certify that this is accurate record of my time worked.

Signature

Date