

**Monthly Work Report
Employees drawing Teacher Retirement**

MUST RETURN 1ST DAY OF EACH MONTH TO PAYROLL DEPT.

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

This must be filled out **each** month.

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

Send to the Payroll Office **no later** than the **end of the 1st day** of each month.

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

Signature _____

Date _____