



Baldwin-Whitehall School District

Administration Office: 4900 Curry Road * Pittsburgh, Pennsylvania 15236

Telephone: 412-884-6300 * Fax: 412-885-7802

PROFESSIONAL SUPPLEMENTAL TIME SHEET

NAME: _____

PROJECT: _____

LOCATION/BLDG: _____

2-Week Pay Period*

1 st Week				2 nd Week			
Date	Time Start	Time Finish	Hours/ Reason	Date	Time Start	Time Finish	Hours/Reason

TOTAL HOURS: _____ RATE: _____ AMOUNT DUE: \$ _____

Employee: _____

Principal/Administrator: _____

Superintendent/Designee: _____

Budget Account No. _____

***Time sheet should follow the payroll schedule.**