

**Putnam County Educational Service Center  
124 Putnam Parkway  
Ottawa, OH 45875**

Social Security # \_\_\_\_\_

Pay Period Ending \_\_\_\_\_

Employee Name \_\_\_\_\_

Position \_\_\_\_\_

**PCESC Payroll Time Sheet**

Day of Week	Date	Morning		Afternoon		Total Hours
		IN	OUT	IN	OUT	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Total						0

Day of Week	Date	Morning		Afternoon		Total Hours
		IN	OUT	IN	OUT	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Total						0
Bi-Weekly Total						0

**\*At least a 30 minute lunch break must be taken when working 6 hours or more.**

**I certify the time stated above is accurate and truly reflects my work schedule.**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Signature of Supervisor**

\*\*\*\*\*

**Treasurer Office Use Only**

Total Hours \_\_\_\_\_ 0

Account # \_\_\_\_\_

Rate \_\_\_\_\_

Amount \_\_\_\_\_

\_\_\_\_\_  
**County Superintendent's Signature**