

**RICHLAND PARISH SCHOOL BOARD  
TIME SHEET**

Employee ID# \_\_\_\_\_

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

Month Worked \_\_\_\_\_

School \_\_\_\_\_

Acct# \_\_\_\_\_

Pay rate \_\_\_\_\_

Earning Code \_\_\_\_\_

**PAYROLL USE ONLY**

DATE	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
IN																															
OUT																															

I certify that this Time Card for \_\_\_\_\_ is true and correct.  
Employee Name

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

\_\_\_\_\_  
Signature of Principal