



2018-2019

# ESC HOURLY EMPLOYEES

Please complete ALL fields below

**Timesheet submission:**

1. Submit to supervisor
2. Upon supervisor approval submit to:  
[timesheets@escoco.org](mailto:timesheets@escoco.org)

**(Please do not fax timesheets)**

**Leave form submission if not logged in AESOP:**

3. Submit to supervisor
4. Upon supervisor approval submit to:  
Attn: HR leavesofabsence@escoco.org

## Work Statement

Employee Name \_\_\_\_\_  
(please print)

Location \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_ Birth date \_\_\_\_\_

Dates Worked \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Daytime phone \_\_\_\_\_

This sheet is to be kept current daily by the employee.

DATE**	IN	OUT-LUNCH	IN-LUNCH	OUT	HOURS WORKED

**\*\*Please include all work days. If leave is taken please make note above on that date.**

The following items **MUST** be completed:

# Days worked: \_\_\_\_\_  
 Total hours: \_\_\_\_\_  
 Rate: \_\_\_\_\_  
 Amount due: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (signature required)  
 Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_  
 (signature required)  
 ESCCO Approval \_\_\_\_\_ Date \_\_\_\_\_