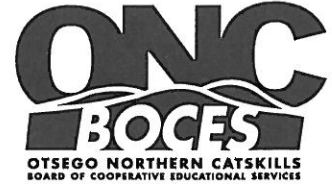


OTSEGO NORTHERN CATSKILLS BOCES  
 FRANK W CYR CENTER  
 STAMFORD NY 12167



**RECORD OF WORKING HOURS**  
 HOURLY EMPLOYEES

**SUPERVISOR SUBMIT TO PAYROLL**

Employee's  
Name

Budget  
Code

	Date Worked	From	To	Total Hours	
Week Starting		AM/PM	AM/PM		
		AM/PM	AM/PM		
		AM/PM	AM/PM		
		AM/PM	AM/PM		
		AM/PM	AM/PM		
					Weekly Total
Week Starting		AM/PM	AM/PM		
		AM/PM	AM/PM		
		AM/PM	AM/PM		
		AM/PM	AM/PM		
		AM/PM	AM/PM		
					Weekly Total

Employee Signature

Total Hours

Authorized By

Rate

Date

Total Due

Must be submitted on the Friday preceding the scheduled payroll date. If a holiday falls during the payroll week, then it must be submitted the Wednesday of the week preceding the scheduled payroll date.