

Atlantic Staffing and Payroll Services

5 Talbot Way

South Portland, Maine 04106

207-650-5499

TIMESHEET

V.10.21.22

**** To ensure timely payments to staff: Time Sheets must be completed, signed, and sent to EANSProgram.DOE@maine.gov by 12:00pm on Monday**

Contract Year 2022

Employee Name: _____
Position Title: _____
Address: _____
City, State, Zip: _____
Phone: _____
School Name: _____
Contract Date Range: _____
Payroll Ending Date: _____
Pay Rate: _____

Department: DOE EANS Program (OFERP)

Supervisor: Kevin Harrington

Day	Date MM/DD	Start Time	End Time	Total Hours	Work Conducted (Brief Statement)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
					Weekly Hours Worked

Employee Signature: _____

Date: _____

Non-public Supervisor Signature: _____

Date: _____

DOE Resprentative Signature: _____

Date: _____