DRAFT 6/7/22

PERSONNEL

03.221 AP.23

Employee Time Sheet

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Employee's Signa		S OF HOU	RS WORKE		DESCRIPTIO RECURRING	N HOU		RATE AMOUNT

Note: Unpaid Personal must have approval in writing from the Superintendent and supervisor. Per Board Policy 03.221 overtime must be approved in advance.

DATE

OVERTIME PAY TOTAL PAY

RELATED PROCEDURE:

SUPERVISOR APPROVAL

03.121 AP.23