

PERSONNEL

03.221 AP.23

Employee Time Sheet

Employee Name						Employee Number			
School/Location						Position:			
DAY OF WEEK	DATE	START TIME	Lunch Break		End Time	Hours Worked		Absence Code	Description/Reason
			Start	End		Regular	Overtime		
Sunday									
Monday									
Tuesday.									
Wednesday									
Thursday									
Friday									
Saturday									
			Weekly Totals:						
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Saturday									
			Weekly Totals						

ABSENCE CODES: S=SICK V=VACATION P=PERSONNEL J=JURY DUTY U=UNPAID PERSONAL

SIGNATURES AND VERIFICATIONS OF HOURS WORKED	
EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR APPROVAL	DATE

PAYROLL USE ONLY			
DESCRIPTION	HOURS	HOURLY RATE	AMOUNT
RECURRING PAY			
OVERTIME PAY			
TOTAL PAY			

Note: Unpaid Personal must have approval in writing from the Superintendent and supervisor.

Per Board Policy 03.221 overtime must be approved in advance.

RELATED PROCEDURE:

03.121 AP.23