

PAYROLL TIME SHEET

Month _____ / _____

Year _____

Name of Employee:		SS#	School or Department:	
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Date	IN	OUT	TOTAL	Work Performed	Date	IN	OUT	TOTAL	Work Performed
16					1				
17					2				
18					3				
19					4				
20					5				
21					6				
22					7				
23					8				
24					9				
25					10				
26					11				
27					12				
28					13				
29					14				
30					15				
31									

COLUMN TOTAL			COLUMN TOTAL		
Pay cycle: 16 th of the month to the 15 th of the following month			<i>FINAL TOTAL</i>		

All hourly, daily, or Other Work Pay must be approved by the District Payroll Office before payment can be made

Employee's Signature

Principal or Supervisor