

# DISTRICT 877 TIME SHEET

NAME: \_\_\_\_\_ EMPLOYEE NUMBER: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ PAY PERIOD: \_\_\_\_\_ 1<sup>st</sup>

POSITION: \_\_\_\_\_ Month/Year \_\_\_\_\_ 2<sup>nd</sup>

Start and stop times include 1/2 hour unpaid lunch. See back for instructions.

DATE	START TIME	STOP TIME	REGULAR HOURS	OVERTIME HOURS	COMMENTS/REASONS
31	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					_____
TOTAL					_____

ACCT CODE: \_\_\_\_\_ HOURS: \_\_\_\_\_ RATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

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ACCT CODE: \_\_\_\_\_ HOURS: \_\_\_\_\_ RATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

This is a true and correct claim and no part has been previously paid.

APPROVAL FOR PAYMENT

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Principal

\_\_\_\_\_  
Date

**INSTRUCTIONS:**

Each employee maintains and records his/her daily work record and verifies its accuracy by signing on the space provided.

**MONTHLY AND HOURLY PAID EMPLOYEES:**

1. Payroll periods are bi-monthly; 31<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the 30<sup>th</sup> of each month.
2. Enter the number of hours worked, to the nearest ¼ hour. Calculate by using decimals, i.e. 15 minutes would be reported as .25.

**EXAMPLE:**

Date	Start Time	Stop Time	Regular Hours	Overtime – Note Reason
31 16	8:00	10:15	2.25	

3. Enter overtime hours, if applicable. Note reason for overtime on line provided.
4. Check hours and totals for accuracy.
5. If vacation, holiday, sick, personal or compensatory time is used, note on date line.

**EXAMPLE:**

Date	Start Time	Stop Time	Regular Hours	Overtime – Note Reason
31 16	Holiday		8	

6. Sign timesheet and submit to appropriate supervisor for approval.