

Quincy School District Monthly Timesheet  
For Hub Supervisors Only

Instructions: Use only one timesheet per month for all extra pay. Timesheets are due by the end of the third working day of the month. Timesheets not turned in by this time will be processed the next month.

Name: \_\_\_\_\_ Pay Period: \_\_\_\_\_ Hub Loc: \_\_\_\_\_

Date	AM Start Time	AM End Time	PM Start Time	PM End Time	Total Hours
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

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

Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

PAYROLL:

SUPERVISOR:

Hourly/Pay Rate	Total Hours	Amount Owed	Funding Source	%’s
_____ x _____	= _____	_____	_____	_____
_____ x _____	= _____	_____	_____	_____

