

Quincy School District Monthly Timesheet
Not to be used by Substitute Employees

Instructions: Use only one timesheet per month. Fill out all information correctly and completely. Timesheets are due **monthly** by the end of the last working day of the month to your Supervisor. **(DO NOT HOLD A TIME SHEET PAST THE DUE DATE)**.

Name: _____ Pay Period: _____ Loc: _____

Date	Start Time	Lunch In	Lunch Out	End Time	Total Hours	Reason/Assignment or Person Substituted For	Supervisor Initial	FUNDING SOURCE REQUIRED
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:

PAYROLL:

INSTRUCTIONS TO SUPERVISOR:

Hourly/Pay Rate

Total Hours

Amount Owed

x

=

x

=

x

=

- 1) All information must be filled out completely - i.e. full name
- 2) Funding Source must be written in.
- 3) For Special Programs or Requests approval documentation must be attached to timesheet/s – i.e. email or memo from Superintendent/Federal Programs Director.
- 4) Timesheets must be turned in monthly - **DO NOT HOLD PAST THE DUE DATE!**