



LAKOTA LOCAL SCHOOL DISTRICT

Pay Period Work Report

Name
Building Name
Building Code

Employee ID #
Position & Contracted Hours
Essential Personnel ? YES NO

Day of week	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
Date																						
Contracted Hours Worked																						
Additional Hours Worked																						
FR - Facility Rental CA - Catering																						

Exception Code																						
Exception Hours																						
Requested Leave Code																						
Requested Leave Hours																						
Docked Hours																						

Additional Information: _____

I, the undersigned, acknowledge that this is a true statement for the above listed pay period.

Employee's Signature	Date
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Administrative Use Only:

Contracted Hours Worked	
Additional Hours Worked	
Overtime Hours Worked	
Double Time Hours Worked	
CN Facility Rental Hours Worked	

Exception Hours	
Approved Leave Hours	
Docked Hours	
HR Dept: _____	

Supervisor's Signature	Date
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Position and Contracted Hours Per Day: List the position title according to the support staff salary schedule and the daily hours contracted. Do not include lunchtime in this total.

Date: The actual calendar date based on the pay period. Pay periods occur 2 times a month. The first pay period begins with the first (1st) day of the month and ends on the fifteenth (15th). The second pay period begins on the sixteenth (16th) day of the month and ends with the last day of the month.

Contracted Hours Worked: Number of contracted hours per day you actually worked. Non-essential personnel who work on a calamity day to remain eligible for overtime pay will list the total number of hours worked in this box.

Additional Hours Worked: Hours worked above the regular contracted hours. Administration will utilize the L.S.S.A. Master Contract to determine if Additional Hours Worked qualify for Overtime. Additional Hours Worked on Sunday will qualify for Double-Time.

Child Nutrition Only: Enter Code **CA** for **Catering Hours Worked** or **FR** for **Facility Rental Hours Worked**. The number of hours worked should be written in the Additional Hours Worked box with the appropriate code in this field. The Director of Child Nutrition must sign all time sheets reflecting CN Facility Rental Hours.

Exception Code: Days that fall into one of the following categories:

Exception Code		
HO (Holiday)	NC (Non-Contract)	CD (Calamity Day)
IA (Special Education)	HUB	

Exception Hours Worked: Hours worked to earn 40 hours in same week, per the L.S.S.A. Master Contract, to qualify for Overtime.

If you have exception hours worked, the following rules apply:

HO (Holiday) – List the total number of hours worked in the ‘**Additional Hours Worked**’ box. Employees who work on a holiday receive time and a half above their contracted hours per day. This applies to both essential and non-essential employees.

CD (Calamity Day) – List the total number of hours you were present and worked in the ‘**Additional Hours Worked**’ box. Essential personnel who work on a calamity day receive time and a half for the hours worked. The remaining contracted hours for the day are paid at regular pay and should be listed in the ‘**Exception Hours**’ box with a code of CD.

*Non-essential personnel who work on a calamity day to remain eligible for overtime pay will not list an exception code in this box and list the total number of hours worked in the regular ‘**Contracted Hours Worked**’ box.*

IA (Special Education) – List total hours you were present and worked at the IA: Attendant[^], ED[^], MD[^], or SCC[^] position in the ‘**Exception Hours**’ box. (For the \$1.50 Pay Differential Per Hour)

HUB - List total hours you were present and worked at the IA: Hub[^] position in the ‘**Exception Hours**’ box. (For the \$.75 Pay Differential Per Hour)

Requested Leave (Absence Code):

Requested Leave (Absence) Codes:		
SL (Sick Leave)	PL (Personal Leave)	PR (Professional Leave)
VA (Vacation Leave)	JD (Jury Duty)	WC (Workers Comp)
MI (Military Leave)	FM (Approved FMLA Leave)	

Requested Leave Hours: List the approved leave hours.

Docked Hours: List the hours that should be docked from pay. Docked hours must have prior approval from the Executive Director of Human Resources prior to the dock in pay being processed.