MERCER COUNTY SCHOOLS

530 PERRYVILLE STREET
HARRODSBURG, KY 40330

CERTIFIED PERSONNEL
TIME SHEET FOR EXTRA HOURS

DATE	START TIME	STOP TIME	TOTAL HOURS	HRLY RATE	REASON

Total Number of Hours Worked _____X_____(Rate of Pay) = _____(Total Amount)

Code to be Paid From _____

_____ _____
Employee Signature **Supervisor Signature**

_____
Print Employee Name

Timesheets are to be submitted to Central Office according to the Payroll Schedule. Please refer to the Payroll Schedule to determine the date the timesheet will be paid.