

ALVARADO ISD PROFESSIONAL
MONTHLY TIME SHEET

Employee _____ Location _____

Employee Number _____

Budget Code

Month of _____ Year _____ Position _____

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL HRS	TOTAL PER WK
MON.									
TUES.									
WED.									
THURS.									
FRI.									
SAT.									
SUN.									
MON.									
TUES.									
WED.									
THURS.									
FRI.									
SAT.									
SUN.									
MON.									
TUES.									
WED.									
THURS.									
FRI.									
SAT.									
SUN.									
MON.									
TUES.									
WED.									
THURS.									
FRI.									
SAT.									
SUN.									
MON.									
TUES.									
WED.									
THURS.									
FRI.									
SAT.									
SUN.									

Signature of Employee _____

TOTAL HOURS PER MONTH	➔ _____
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Approved by _____ Date _____

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INSTRUCTIONS FOR COMPLETING MONTHLY TIME SHEET

1. The time sheet is to be filled out completely, including name, location, employee number, budget code, month and year.
2. Fill out time sheets in ink. Initial any changes you may need to make.
3. Actual time worked is to be recorded on the time sheet; i.e., 8:05 - 11:30; 12:00 - 4:35. Be sure to note time taken for lunch if at least 20 minutes.
4. Include the reason for working extra time on the back of the form. Do not attach extra sheets.
5. Total your hours per day and enter under the total hours column. Total the hours worked per week and write the total in the appropriate column.
6. Only time worked in excess of 40 hours per week will be considered overtime and paid at the overtime rate. Any extra time below 40 hours will be paid at the regular hourly rate.
7. Time on job-related work, even if done at home, must be recorded on the time sheet. All job-related time worked must be paid.
8. Time worked to make up time (as in taking off early, coming in late, etc.) must be done within the same work week. Federal wage and hour laws are based on the defined work week; normally, Monday through Friday. Check with your supervisor if you are unsure.
9. If you are absent from duty, do not show hours for that day/days. Instead you should write "Absent" and the type of leave used, i.e., sick leave, personal leave, vacation, etc. Leave must be reported as explained in the "Guide to Payroll Matters".
10. The "Timesheet Schedule" shows the weeks covered by each pay period and the timesheet due dates. A copy of this schedule is available from your campus/department office.