

MILTON-FREEWATER UNIFIED SCHOOL DISTRICT #7

TIME SHEET

Employee Name _____ Month & Year _____

Position _____ Please mark Licensed Admin

Building _____ one: Classified Conf.

Regular worked hrs

Extra hrs worked

Description of Additional hours
****Please be specific (name of training/program, etc)**

Other

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

EXAMPLES:
 flex time
 comp time
 conferences
 translating
 volleyball ref

Timesheets are due to Payroll by the 5th of the following month

each line is one day of the month *** please write in hours on the correct date

<p>Employee Signature* _____ Date _____</p> <p>Principal/Supervisor* _____ Date _____</p> <p style="text-align: center;"><u>Additional Information/Notes:</u></p>	<p style="text-align: center;">Payroll Use Only</p> <p>Total Hrs. _____</p> <p>Pay Rate _____</p> <p>Acct Code _____</p>
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