ALBERT LEA AREA SCHOOLS

TIME SHEET

EMP# _____ **PAY PERIOD** _____

NAME: _____ **BUILDING** _____

ADDRESS: _____ **NEW EMPLOYEE** **YES** **NO**

CITY: _____ **ADDRESS CHANGE** **YES** **NO**

DESCRIPTION OF WORK PERFORMED _____

DATE	START/END TIME	LUNCH	HOURS

DATE	START/END TIME	LUNCH	HOURS

SIGN HERE

_____

Employee Signature Date

Paydays are on the 5th and 20th of each month except when they fall on a weekend or holiday then they are on the day prior to. Time Sheet deadlines are as follows: time for the 6th thru the 20th is due on the 20th and paid on the 5th, time for the 21st thru the 5th is due on the 5th and paid on the 20th. Pay period is the day in which your time sheet is due.

OFFICE USE ONLY

Code: _____ _____ _____ _____ _____ _____ _____ _____ Reg OT DT _____

Hours Rate (Circle One) Total

Code: _____ _____ _____ _____ _____ _____ _____ _____ Reg OT DT _____

Hours Rate (Circle One) Total

Code: _____ _____ _____ _____ _____ _____ _____ _____ Reg OT DT _____

Hours Rate (Circle One) Total

Code: _____ _____ _____ _____ _____ _____ _____ _____ Reg OT DT _____

Hours Rate (Circle One) Total

Total _____ Hours Total _____

I have examined the above report and I hereby certify that to the best of my knowledge the same is correct and is herewith approved.

_____

Authorized Signature Date

Revised 6/13/06