

**Dexter Community Schools
Time Report**

Name _____

Building/Department _____

Date	Start Time	End Time	Hours Worked	Description of Work Performed
Total				

Rate \$ _____ per hour / \$ _____ per day

Your time report should be completed and submitted to your building principal or program manager. You will be paid for time submitted on the next pay cycle.

.....
I acknowledge the information provided above is true and complete.

Employee's Signature _____ Date _____

Reviewed and Approved by _____ Date _____

Expense Account: _____

For Business Office Use:	Payroll	Pay #
		Paydate