

GEORGETOWN INDEPENDENT SCHOOL DISTRICT

TIMESHEET FOR MONTH/YEAR OF _____

Record one month per timesheet



Name as listed on SS Card: _____ Employee Type: _____

Badge ID Number: _____ Are you a retiree? YES NO (circle one)

DATE OF MONTH	IN	Lunch (Out)	Lunch (In)	OUT	HOURS WORKED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
		Total DAYS worked this month		Total HOURS worked this month	

Submit a completed timesheet to your campus contact for payment by the payroll deadline.

Subs, Temps, and TRS Retirees —Email a copy to Payroll@Georgetownisd.org on the 1st of every month for TRS Retiree reporting. Example: On April 1st email your March timesheet listing all hours and days worked for the month.

Supervisor's Signature

Employee's Signature

Date