

ADMINISTRATOR TIMESHEET – DAILY RATE

EMPLOYEE ID _____

NAME _____

LOCATION/DEPT _____

EMPLOYEE SIGNATURE _____ SUPERVISOR SIGNATURE _____

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
			TOTAL EXT.	
			TOTAL O.T.	

INDICATE BOARD APPROVED ACTIVITY:

-

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
			TOTAL EXT.	
			TOTAL O.T.	

ONLY USE THIS SECTION FOR PAY PERIOD'S WITH 3 WEEK'S (SEE SHADED DATES ON BACK)

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
			TOTAL EXT.	
			TOTAL O.T.	

FOR TREASURER'S OFFICE USE

Special Educ Daily Rate	Special Educ Days Worked	Special Educ Total Pay
----------------------------	-----------------------------	---------------------------



ALL EMPLOYEES & SUBSTITUTES

2024-2025

Beginning	Ending	Due to Supervisor	Due to Payroll	To Be Paid On
Sunday, July 21, 2024	Saturday, August 3, 2024	Monday, August 5, 2024	Wednesday, August 7, 2024	Tuesday, September 10, 2024
Sunday, August 4, 2024	Saturday, August 17, 2024	Monday, August 19, 2024	Wednesday, August 21, 2024	Wednesday, September 25, 2024
Sunday, August 18, 2024	Saturday, September 7, 2024	Monday, September 9, 2024	Wednesday, September 11, 2024	Thursday, October 10, 2024
Sunday, September 8, 2024	Saturday, September 21, 2024	Monday, September 23, 2024	Wednesday, September 25, 2024	Friday, October 25, 2024
Sunday, September 22, 2024	Saturday, October 5, 2024	Monday, October 7, 2024	Wednesday, October 9, 2024	Friday, November 8, 2024
Sunday, October 6, 2024	Saturday, October 19, 2024	Monday, October 21, 2024	Wednesday, October 23, 2024	Monday, November 25, 2024
Sunday, October 20, 2024	Saturday, November 2, 2024	Monday, November 4, 2024	Wednesday, November 6, 2024	Tuesday, December 10, 2024
Sunday, November 3, 2024	Saturday, November 16, 2024	Monday, November 18, 2024	Wednesday, November 20, 2024	Tuesday, December 24, 2024
Sunday, November 17, 2024	Saturday, December 7, 2024	Monday, December 9, 2024	Wednesday, December 11, 2024	Friday, January 10, 2025
Sunday, December 8, 2024	Saturday, December 21, 2024	Monday, December 23, 2024	Thursday, December 26, 2024	Friday, January 24, 2025
Sunday, December 22, 2024	Saturday, January 4, 2025	Monday, January 6, 2025	Wednesday, January 8, 2025	Monday, February 10, 2025
Sunday, January 5, 2025	Saturday, January 18, 2025	Monday, January 20, 2025	Wednesday, January 22, 2025	Tuesday, February 25, 2025
Sunday, January 19, 2025	Saturday, February 1, 2025	Monday, February 3, 2025	Wednesday, February 5, 2025	Monday, March 10, 2025
Sunday, February 2, 2025	Saturday, February 15, 2025	Monday, February 17, 2025	Wednesday, February 19, 2025	Tuesday, March 25, 2025
Sunday, February 16, 2025	Saturday, March 8, 2025	Monday, March 10, 2025	Wednesday, March 12, 2025	Thursday, April 10, 2025
Sunday, March 9, 2025	Saturday, March 22, 2025	Monday, March 24, 2025	Wednesday, March 26, 2025	Friday, April 25, 2025
Sunday, March 23, 2025	Saturday, April 5, 2025	Monday, April 7, 2025	Wednesday, April 9, 2025	Friday, May 9, 2025
Sunday, April 6, 2025	Saturday, April 19, 2025	Monday, April 21, 2025	Wednesday, April 23, 2025	Friday, May 23, 2025
Sunday, April 20, 2025	Saturday, May 3, 2025	Monday, May 5, 2025	Wednesday, May 7, 2025	Tuesday, June 10, 2025
Sunday, May 4, 2025	Saturday, May 17, 2025	Monday, May 19, 2025	Wednesday, May 21, 2025	Wednesday, June 25, 2025
Sunday, May 18, 2025	Saturday, June 7, 2025	Monday, June 9, 2025	Wednesday, June 11, 2025	Thursday, July 10, 2025
Sunday, June 8, 2025	Saturday, June 21, 2025	Monday, June 23, 2025	Wednesday, June 25, 2025	Friday, July 25, 2025
Sunday, June 22, 2025	Saturday, July 5, 2025	Monday, July 7, 2025	Wednesday, July 9, 2025	Friday, August 8, 2025
Sunday, July 6, 2025	Saturday, July 19, 2025	Monday, July 21, 2025	Wednesday, July 23, 2025	Monday, August 25, 2025

THE ABOVE SHADED DATES REQUIRE YOU TO USE THE SHADED AREA ON THE TIME SHEET

DATES IN GRAY AREA REPRESENT A THREE WEEK PAY PERIOD