Arkansas City USD 470
Time Sheet
2024-2025

Name: _____ Building: _____

Work Performed*: _____

***A timesheet should be completed for each assignment.**

Example: Translating hours and committee meeting hours should be turned in on two timesheets.

Pay Periods:	Due Date:	Pay Date:
7/1 - 7/27	8/2	Aug. 20
7/28 - 8/24	8/30	Sep. 20
8/25 - 9/21	9/27	Oct. 18
9/22 - 10/19	10/24	Nov. 20
10/20 - 11/23	11/26	Dec. 20
11/24 - 12/28	12/20	Jan. 17

Pay Periods:	Due Date:	Pay Date:
12/29 - 1/25	1/31	Feb. 20
1/26 - 2/22	2/28	Mar. 19
2/23 - 3/29	4/4	Apr. 17
3/30 - 4/26	5/2	May 20
4/27 - 5/31	5/16	Jun. 20
6/1 - 6/30	TBD	TBD

Hours listed on timesheets should fall within the above pay periods (begin and end dates). To ensure all hours are processed correctly, please be sure to submit timesheet by the due date listed.

Date	Time In	Time Out	Total

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*All hours should be rounded to the nearest quarter of an hour - .00, .25, .50, .75

Total Hours: _____

By signing below, the Supervisor and Employee certify the hours listed are a true and accurate record of all time worked during the pay period.

_____ _____

Employee Signature Supervisor Signature

_____ _____

Date Date

For Office Use Only:

Pay Code:	Rate:	Misc: