Dexter Community Schools
Time Report

Name _____

Building/Department _____

Timesheets for time worked in June are due no later than July 7th

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