Manual Timesheet Dexter Community Schools

Time worked by hourly employees must be recorded by the employee in eSuite during the pay period worked.
If time was inadvertantly not reported, a manual timesheet must be completed by the employee to request the additional hours to be paid.

Name _____
Employee# (from your paycheck) _____
Building/Department _____

Job	Hours Code	Date	Day	Time in	Time out	Hours
	(Hourly, OT, Sick, Personal, Vacation, Funeral)					
					Total hours requested	

Employee Signature _____ **Date** _____

I certify that this request is true and accurate and the hours worked were not previously reported or paid.

Reviewed and Approved by _____ **Date** _____

Manual timesheets received by 1st of month are paid on 15th paycheck or by the 16th of the month are paid on the 31st paycheck.
All timesheets for a fiscal year are due June 30. Late requests will not be paid.

For Business Office Use:	Payroll	Pay #
		Paydate