

Lone Pine Unified School District

(If using computer - just complete all yellow areas, this sheet also does the math. Make sure to save your copy)

How to report your time: 1 Hour = 1.00, 3/4 of Hour = .75, 1/2 hour = .50 and 1/4 hour = .25

NAME: _____

LAST 4 Digits of Social Security #: _____

POSITION TITLE: _____

TIME SHEETS PERIODS ARE NOW: 11TH OF THE MONTH THROUGH 10TH

Time Sheets are due to Office on the 10th of each month

PAY PERIOD:

11th OF: _____

MONTH

20 _____

YEAR

THROUGH

10th OF: _____

MONTH

20 _____

YEAR

DATE	HOURS	DESCRIPTION	DATE	HOURS	DESCRIPTION
11			27		
12			28		
13			29		
14			30		
15			31		
16			1		
17			2		
18			3		
19			4		
20			5		
21			6		
22			7		
23			8		
24			9		
25			10		
26			TOTAL HOURS:		

(Just Cross out Zero if completing manually)

REGULAR DISTRICT EMPLOYEE:

(OVERTIME OPTION-PLEASE COMPLETE)

PAYMENT REQUESTD

COMPENSATORY TIME

EMPLOYEE SIGNATURE

PRINCIPAL/SUPERVISOR SIGNATURE

DISTRICT OFFICE USE ONLY:

Hours/Days: Rate:

COMPENSATORY TIME

Comp Time Posted