

# Contractual Employee Timesheet

20\_\_-20\_\_



**MILLBROOK**  
CENTRAL SCHOOL DISTRICT  
Office of Business

**Business Office Use Only:**

Payroll Ending Date

Payroll Date

Employee: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 EMP ID#: \_\_\_\_\_

| Week 1 | Date | Start Time | End Time | Regular Hours | Start Time | End Time | Overtime Hours | Break Taken | Reason for Overtime / Work Performed/ Snow Day? | PTO Used |
|--------|------|------------|----------|---------------|------------|----------|----------------|-------------|---|----------|
| Mon    |      |            |          |               |            |          |                |             |   |          |
| Tues   |      |            |          |               |            |          |                |             |   |          |
| Wed    |      |            |          |               |            |          |                |             |   |          |
| Thurs  |      |            |          |               |            |          |                |             |   |          |
| Fri    |      |            |          |               |            |          |                |             |   |          |
| Sat    |      |            |          |               |            |          |                |             |   |          |
| Sun    |      |            |          |               |            |          |                |             |   |          |
|        |      |            | Total    |               |            | Total    |                |             |   |          |

| Week 2 | Date | Start Time | End Time | Regular Hours | Start Time | End Time | Overtime Hours | Snow Day ?<br>(reg rate) | Reason for Overtime / Work Performed | PTO Used |
|--------|------|------------|----------|---------------|------------|----------|----------------|--------------------------|--------------------------------------|----------|
| Mon    |      |            |          |               |            |          |                |                          |                                      |          |
| Tues   |      |            |          |               |            |          |                |                          |                                      |          |
| Wed    |      |            |          |               |            |          |                |                          |                                      |          |
| Thurs  |      |            |          |               |            |          |                |                          |                                      |          |
| Fri    |      |            |          |               |            |          |                |                          |                                      |          |
| Sat    |      |            |          |               |            |          |                |                          |                                      |          |
| Sun    |      |            |          |               |            |          |                |                          |                                      |          |
|        |      |            | Total    |               |            | Total    |                |                          |                                      |          |

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

|                                  |       |
|----------------------------------|-------|
| <b>Business Office Use Only:</b> |       |
| Total Regular Hrs:               | _____ |
| Total Overtime Hrs:              | _____ |
| Total Pay:                       | _____ |
| Account Code                     | _____ |