

## NEW JERUSALEM SCHOOL DISTRICT - CLASSIFIED REGULAR / SUBSTITUTE EMPLOYEES

\*Timesheets are due by 22nd of the month

NAME: \_\_\_\_\_

SITE: \_\_\_\_\_

REGULAR

SUBSTITUTE

# Regular Hours Per Day

**PAYROLL USE ONLY**

#	DATE	ASSIGNED BY	START TIME	BREAK START	BREAK END	END TIME	# HOURS	DESCRIPTION	OVER TIME HOURS	DOUBLE TIME HOURS
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
<b>TOTAL HOURS</b>									<b>TOTAL HOURS</b>	
XX	XXXX	X	XXXX	XXXX	XXXX	XXX	XXXX			
FUND	RESOURCE	YR	GOAL	FUNC.	OBJECT	SITE	MGMT	#HRS	PROGRAM	

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
EMPLOYEE ID NUMBER ONLY

\_\_\_\_\_  
ADMINISTRATOR'S APPROVAL

\_\_\_\_\_  
DATE

<b>PAYROLL USE ONLY</b>		
<u>REGULAR HOURS</u>	<u>OVERTIME HOURS</u>	<u>DOUBLE TIME HOURS</u>
TOTAL HOURS _____	TOTAL HOURS _____	TOTAL HOURS _____
PAY RATE _____	PAY RATE _____	PAY RATE _____
TOTAL PAY _____	TOTAL PAY _____	TOTAL PAY _____