

ADMINISTRATOR TIMESHEET – DAILY RATE

EMPLOYEE ID _____

NAME _____

LOCATION/DEPT _____

EMPLOYEE SIGNATURE _____ SUPERVISOR SIGNATURE _____

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
			TOTAL EXT.	
			TOTAL O.T.	

INDICATE BOARD APPROVED ACTIVITY:

-

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
			TOTAL EXT.	
			TOTAL O.T.	

ONLY USE THIS SECTION FOR PAY PERIOD'S WITH 3 WEEK'S (SEE SHADED DATES ON BACK)

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
			TOTAL EXT.	
			TOTAL O.T.	

FOR TREASURER'S OFFICE USE

Special Educ
Daily Rate

Special Educ
Days Worked

Special Educ
Total Pay



B-65 REVISED JANUARY 2020

ALL EMPLOYEES & SUBSTITUTES

2025-2026

Beginning	Ending	Due to Supervisor	Due to Payroll	To Be Paid On
Sunday, July 20, 2025	Saturday, August 2, 2025	Monday, August 4, 2025	Wednesday, August 6, 2025	Wednesday, September 10, 2025
Sunday, August 3, 2025	Saturday, August 16, 2025	Monday, August 18, 2025	Wednesday, August 20, 2025	Thursday, September 25, 2025
Sunday, August 17, 2025	Saturday, September 6, 2025	Monday, September 8, 2025	Wednesday, September 10, 2025	Friday, October 10, 2025
Sunday, September 7, 2025	Saturday, September 20, 2025	Monday, September 22, 2025	Wednesday, September 24, 2025	Friday, October 24, 2025
Sunday, September 21, 2025	Saturday, October 4, 2025	Monday, October 6, 2025	Wednesday, October 8, 2025	Monday, November 10, 2025
Sunday, October 5, 2025	Saturday, October 18, 2025	Monday, October 20, 2025	Wednesday, October 22, 2025	Tuesday, November 25, 2025
Sunday, October 19, 2025	Saturday, November 1, 2025	Monday, November 3, 2025	Wednesday, November 5, 2025	Wednesday, December 10, 2025
Sunday, November 2, 2025	Saturday, November 15, 2025	Monday, November 17, 2025	Wednesday, November 19, 2025	Wednesday, December 24, 2025
Sunday, November 16, 2025	Saturday, December 6, 2025	Monday, December 8, 2025	Wednesday, December 10, 2025	Friday, January 9, 2026
Sunday, December 7, 2025	Saturday, December 20, 2025	Monday, December 22, 2025	Thursday, December 25, 2025	Friday, January 23, 2026
Sunday, December 21, 2025	Saturday, January 3, 2026	Monday, January 5, 2026	Wednesday, January 7, 2026	Tuesday, February 10, 2026
Sunday, January 4, 2026	Saturday, January 17, 2026	Monday, January 19, 2026	Wednesday, January 21, 2026	Wednesday, February 25, 2026
Sunday, January 18, 2026	Saturday, January 31, 2026	Monday, February 2, 2026	Wednesday, February 4, 2026	Tuesday, March 10, 2026
Sunday, February 1, 2026	Saturday, February 14, 2026	Monday, February 16, 2026	Wednesday, February 18, 2026	Wednesday, March 25, 2026
Sunday, February 15, 2026	Saturday, March 7, 2026	Monday, March 9, 2026	Wednesday, March 11, 2026	Friday, April 10, 2026
Sunday, March 8, 2026	Saturday, March 21, 2026	Monday, March 23, 2026	Wednesday, March 25, 2026	Friday, April 24, 2026
Sunday, March 22, 2026	Saturday, April 4, 2026	Monday, April 6, 2026	Wednesday, April 8, 2026	Friday, May 8, 2026
Sunday, April 5, 2026	Saturday, April 18, 2026	Monday, April 20, 2026	Wednesday, April 22, 2026	Friday, May 22, 2026
Sunday, April 19, 2026	Saturday, May 2, 2026	Monday, May 4, 2026	Wednesday, May 6, 2026	Wednesday, June 10, 2026
Sunday, May 3, 2026	Saturday, May 16, 2026	Monday, May 18, 2026	Wednesday, May 20, 2026	Thursday, June 25, 2026
Sunday, May 17, 2026	Saturday, June 6, 2026	Monday, June 8, 2026	Wednesday, June 10, 2026	Friday, July 10, 2026
Sunday, June 7, 2026	Saturday, June 20, 2026	Monday, June 22, 2026	Wednesday, June 24, 2026	Friday, July 24, 2026
Sunday, June 21, 2026	Saturday, July 4, 2026	Monday, July 6, 2026	Wednesday, July 8, 2026	Monday, August 10, 2026
Sunday, July 5, 2026	Saturday, July 18, 2026	Monday, July 20, 2026	Wednesday, July 22, 2026	Tuesday, August 25, 2026

THE ABOVE SHADED DATES REQUIRE YOU TO USE THE SHADED AREA ON THE TIME SHEET

DATES IN GRAY AREA REPRESENT A THREE WEEK PAY PERIOD