

SCAPPOOSE SCHOOL DISTRICT 1J - TIME SHEET FOR NON CONTRACTED TIME

Name: _____

Building: _____

Postion: _____

Contracted Hours Per Day: _____

Month: _____

Date	Hours worked*	Reason required for extra pay	Grant account code (to be filled in by supervisor)
Example	2.25	Safety Care Training - Certified	217.2240.0133.600.320.001
1			
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31			

**Hours worked in quarter hour increments please*

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Payroll Only
Total Hours:

***** Incomplete timesheets could delay payroll processing. *****