

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:

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	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

2026-2027

Beginning	Ending	Due to Supervisor	Due to Payroll	To Be Paid On
Sunday, July 19, 2026	Saturday, August 1, 2026	Monday, August 3, 2026	Wednesday, August 5, 2026	Thursday, September 10, 2026
Sunday, August 2, 2026	Saturday, August 15, 2026	Monday, August 17, 2026	Wednesday, August 19, 2026	Friday, September 25, 2026
Sunday, August 16, 2026	Saturday, September 5, 2026	Monday, September 7, 2026	Wednesday, September 9, 2026	Friday, October 9, 2026
Sunday, September 6, 2026	Saturday, September 19, 2026	Monday, September 21, 2026	Wednesday, September 23, 2026	Friday, October 23, 2026
Sunday, September 20, 2026	Saturday, October 3, 2026	Monday, October 5, 2026	Wednesday, October 7, 2026	Tuesday, November 10, 2026
Sunday, October 4, 2026	Saturday, October 17, 2026	Monday, October 19, 2026	Wednesday, October 21, 2026	Wednesday, November 25, 2026
Sunday, October 18, 2026	Saturday, October 31, 2026	Monday, November 2, 2026	Wednesday, November 4, 2026	Thursday, December 10, 2026
Sunday, November 1, 2026	Saturday, November 14, 2026	Monday, November 16, 2026	Wednesday, November 18, 2026	Thursday, December 24, 2026
Sunday, November 15, 2026	Saturday, December 5, 2026	Monday, December 7, 2026	Wednesday, December 9, 2026	Friday, January 8, 2027
Sunday, December 6, 2026	Saturday, December 19, 2026	Monday, December 21, 2026	Wednesday, December 23, 2026	Monday, January 25, 2027
Sunday, December 20, 2026	Saturday, January 2, 2027	Monday, January 4, 2027	Wednesday, January 6, 2027	Wednesday, February 10, 2027
Sunday, January 3, 2027	Saturday, January 16, 2027	Monday, January 18, 2027	Wednesday, January 20, 2027	Thursday, February 25, 2027
Sunday, January 17, 2027	Saturday, January 30, 2027	Monday, February 1, 2027	Wednesday, February 3, 2027	Wednesday, March 10, 2027
Sunday, January 31, 2027	Saturday, February 13, 2027	Monday, February 15, 2027	Wednesday, February 17, 2027	Thursday, March 25, 2027
Sunday, February 14, 2027	Saturday, March 6, 2027	Monday, March 8, 2027	Wednesday, March 10, 2027	Friday, April 9, 2027
Sunday, March 7, 2027	Saturday, March 20, 2027	Monday, March 22, 2027	Wednesday, March 24, 2027	Friday, April 23, 2027
Sunday, March 21, 2027	Saturday, April 3, 2027	Monday, April 5, 2027	Wednesday, April 7, 2027	Monday, May 10, 2027
Sunday, April 4, 2027	Saturday, April 17, 2027	Monday, April 19, 2027	Wednesday, April 21, 2027	Tuesday, May 25, 2027
Sunday, April 18, 2027	Saturday, May 1, 2027	Monday, May 3, 2027	Wednesday, May 5, 2027	Thursday, June 10, 2027
Sunday, May 2, 2027	Saturday, May 15, 2027	Monday, May 17, 2027	Wednesday, May 19, 2027	Friday, June 25, 2027
Sunday, May 16, 2027	Saturday, June 5, 2027	Monday, June 7, 2027	Wednesday, June 9, 2027	Friday, July 9, 2027
Sunday, June 6, 2027	Saturday, June 19, 2027	Monday, June 21, 2027	Wednesday, June 23, 2027	Friday, July 23, 2027
Sunday, June 20, 2027	Saturday, July 3, 2027	Monday, July 5, 2027	Wednesday, July 7, 2027	Tuesday, August 10, 2027
Sunday, July 4, 2027	Saturday, July 17, 2027	Monday, July 19, 2027	Wednesday, July 21, 2027	Wednesday, August 25, 2027

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