

Timesheet

After effective date other forms will be returned to be redone. Timesheets must be submitted and be correct and legible by Timesheet due date or will be paid in the next pay cycle.

Write your name, date and time you started your assignment and the time you completed your assignment. Complete the Building/ Activity and Position.

Covering class fields only if a Certified Staff covered a class.

Other staff covering a class will be paid as a sub (should have their sub license) and should use Frontline. They will be short their permanant job and paid the sub rate. If a classified staff is covering a staff over their lunch or another non-permenant job time, they will be paid as a sub.

One timesheet per building. Must be signed by the applicable building administrator.

Sign the bottom of the sheet and return it to the building office for payment.

PAYMENT TO YOU CANNOT BE MADE WITHOUT THIS SHEET.

Staff Name _____

Month/ Year _____

Date	Start Time	End Time	Building	Position	If covering a class, whose?	If covering class, portion? Whole, 1/2, 1/3, 1/4, etc	Total Hours

Total Hours for Month _____

Staff Signature _____

Administrator Signature _____

Administrator Printed Name _____

Payroll Use Only	Coding	Hours