



BRISTOL WARREN REGIONAL SCHOOL DISTRICT

Hugh Cole Elementary School Admin Suite
50 Asylum Road Warren, RI 02885

WWW.BWRSD.ORG (401) 253-4000

TIMESHEET

Name: _____

Location: _____

Fund Number: _____

- ☐ Contractual
☐ Overtime (requires pre-approval)

Pre-Approval Date: _____
(Attached signed copy of Pre-Approval Form)

Date	Work Performed	Hours Worked

Total Hours: _____

Rate of Pay: _____

Employee Signature: _____

Date: _____

Administrator: _____

Date: _____

Superintendent: _____

Date: _____

****In order to avoid delays in payment this form needs to be filled out completely and submitted to payroll no later than the Monday of a payroll week. Overtime Pre-Approval Form must be attached for overtime hours.**

The Bristol Warren Regional School District does not discriminate on the basis of age, sex, race, religion, National origin, color, disability or sexual orientation in accordance with applicable laws and regulations.