

Time Sheet Information:

- Download the "TIMESHEET" attachment below in Excel only.
- Enter days worked as indicated by the directions directly into the timesheet; please do not record a "Start/Stop" time such as 8:00 a – 3:00 p.
- HOURLY PAID – Record actual hours worked each day to the nearest quarter of an hour.
 - (1/4 hr = .25, 1/2 hr = .50, 3/4 hr = .75, 1 hr = 1, 1-1/4 hr = 1.25, 1-1/2 hr = 1.5, 1-3/4 hr = 1.75)
- DAILY PAID – Record actual days worked as 1 for whole day, or .5 for half day.
- If applicable, write in cause of all absences for appropriate dates. For example: sick, personal or business. Asterisk and use bottom of sheet for further explanation, if needed.
- After all time is entered and calculated, print off this time sheet . Sign & have original approved by dept. Supervisor or principal.
- **APPROVED, ORIGINAL Time sheets must be received in Payroll – Central Office by the 15th of the following month and will be paid at the end of the month submitted. Timesheets received by Payroll after the 15th of the month will be processed the following month.**