

Summerville Union High School District



NAME: _____ POSITION: _____

CLASSIFIED CERTIFICATED SUBSTITUTE PAGE _____ OF _____

	← list actual in and outs →								TOTAL HOURS	OFFICE USE ONLY		EXPLANATION
	Date	In	Out	In	Out	In	Out	REG/ EXP		**OT HOURS		
MON												
TUE												
WED												
THU												
FRI												
SAT/SUN												
MON												
TUE												
WED												
THU												
FRI												
SAT/SUN												
MON												
TUE												
WED												
THU												
FRI												
SAT/SUN												
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WED												
THU												
FRI												
SAT/SUN												
MON												
TUE												
WED												
THU												
FRI												
SAT/SUN												
PAY PERIOD TOTALS												

I CERTIFY THIS TO BE AN ACCURATE RECORD OF TIME WORKED.

Employee signature: _____ Date: _____

I CERTIFY THAT I HAVE AUDITED THIS REPORT AND IT IS AN ACCURATE RECORD OF TIME WORKED. I REQUEST PAYMENT TO BE MADE TO THE ABOVE EMPLOYEE.

Supervisor signature: _____ Date: _____

For District Office Use Only:									
Regular Pay Rate	hrs	\$	EXP	hrs	\$	OT Rate	hrs	\$	

PAYROLL TIMESHEET DUE DATES 2023/2024

START OF PAY PERIOD	END OF PAY PERIOD	DUE TO SUPERVISORS	
Thursday, June 1, 2023	Friday, June 30, 2023	Monday, July 3, 2023	9:00 AM
Saturday, July 1, 2023	Monday, July 31, 2023	Tuesday, August 1, 2023	9:00 AM
Tuesday, August 1, 2023	Thursday, August 31, 2023	Friday, September 1, 2023	9:00 AM
Friday, September 1, 2023	Saturday, September 30, 2023	Monday, October 2, 2023	9:00 AM
Sunday, October 1, 2023	Tuesday, October 31, 2023	Wednesday, November 1, 2023	9:00 AM
Wednesday, November 1, 2023	Thursday, November 30, 2023	Friday, December 1, 2023	9:00 AM
Friday, December 1, 2023	Sunday, December 31, 2023	Tuesday, January 2, 2024	9:00 AM
Monday, January 1, 2024	Wednesday, January 31, 2024	Thursday, February 1, 2024	9:00 AM
Thursday, February 1, 2024	Thursday, February 29, 2024	Monday, March 4, 2024	9:00 AM
Friday, March 1, 2024	Sunday, March 31, 2024	Tuesday, April 2, 2024	9:00 AM
Monday, April 1, 2024	Tuesday, April 30, 2024	Wednesday, May 1, 2024	9:00 AM
Wednesday, May 1, 2024	Friday, May 31, 2024	Monday, June 3, 2024	9:00 AM
Saturday, June 1, 2024	Sunday, June 30, 2024	Monday, July 1, 2024	9:00 AM

Please total each day and the month

If you will not be here when timesheets are due, get them to your supervisor at the end of your last shift for the month. 11 month employees, should turn in timesheets at the end of their last shift before summer break (6/6 or 6/7 depending on your schedule).

Timesheets will not be processed without your supervisor's advance signature. Any timesheet submitted without your supervisor's signature will be returned to you. Please contact your supervisor to find out what steps to take if they are out of the office when their signature is needed.

It is your responsibility to submit your timesheet to the timesheet collection location on time and complete. If your timesheet is incomplete it may affect or delay your paycheck.

If you have any questions regarding payroll you can contact your supervisor or DeAna Moore in the District Office at 209-928-3498 ext 6295 or by email at dmoore@summbears.net

Please use additional timesheets as needed. Make sure you use a separate timesheet for each position/department you work in.