

SUMMERVILLE UNION HIGH SCHOOL DISTRICT TIMESHEET

NAME: _____

POSITION: _____

OFFICE USE ONLY

	Date	← <i>list clock hours here</i> →						REGULAR HOURS	EXTRA PAY	OVER TIME	Leave: Sick/Vac/CT
		IN	Lunch Out	Lunch in	OUT	Extra In	Extra Out				
MON											
TUE											
WED											
THU											
FRI											
SAT/SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT/SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT/SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT/SUN											

GRAND TOTALS

EXPLANATION OF **EXTRA HOURS** WORKED (LIST HOURS WITH DATES BELOW):

Date:	Explanation:	Number of Extra hours	Office Use Only

EXPLANATION OF **OVERTIME HOURS** WORKED (LIST HOURS WITH DATES BELOW):

Date:	Explanation:	Number of OT hours	Office Use Only

PARTIAL HOURS WILL BE ROUNDED TO THE NEAREST QUARTER HOUR.

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

Employee signature: _____ DATE _____

Supervisor signature: _____ DATE _____

For Office Use Only:

DAILY HOURS: <input style="width: 100%;" type="text"/> DAYS/MONTH: <input style="width: 100%;" type="text"/> CONTRACTED HRS: <input style="width: 100%;" type="text"/> ACTUAL HRS: <input style="width: 100%;" type="text"/> EXTRA/DEDUCT: <input style="width: 100%;" type="text"/>	OVERTIME: <input style="width: 100%;" type="text"/> X 1.5 1.5 OT RATE: <input style="width: 100%;" type="text"/> OTR <input style="width: 100%;" type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: right;">HOURLY RATE: \$ _____</td> </tr> <tr> <td style="text-align: center;">\$\$\$</td> <td style="text-align: center;">Hrs</td> <td style="text-align: center;">Total</td> </tr> <tr> <td>EXP</td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>OT</td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>OT</td> <td><input style="width: 100%;" type="text"/></td> <td>OTB <input style="width: 100%;" type="text"/></td> </tr> <tr> <td colspan="3" style="text-align: right;">NAME: _____</td> </tr> </table>	HOURLY RATE: \$ _____			\$\$\$	Hrs	Total	EXP	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	OT	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	OT	<input style="width: 100%;" type="text"/>	OTB <input style="width: 100%;" type="text"/>	NAME: _____		
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NAME: _____																				