

Please send to Payroll **Due by the Monday following end of the pay period.**
Late submissions are paid in the following pay period.

Employee Number		<small>listed on bi-weekly pay voucher</small>	Authorization	Signature	Date
First/Last Name			Principal or Lunch Coordinator		
School or Location			Administration Office		

Payroll Use Only	<u>Date</u>			Lunch Supervision		Crossing Guards	<u>One category per timesheet</u>					
	<u>Month</u>	<u>Day</u>	<u>Year</u>	Hours Worked per Day		Shifts per Day (1, 2 or 3)	<input type="checkbox"/> School Secretary <input type="checkbox"/> Library Technician <input type="checkbox"/> Division Office Support Staff			Reason	Substituting for:	
				<small>Supervisor</small>	<small>Coordinator</small>		Casual Hours	<small>Additional Up to 8 Hrs</small>	<small>Overtime Over 8 Hrs</small>			
Totals >>>												

Bank Hours

Report all partial hours in decimal format (e.g. 5 minutes/60 minutes = 0.08 hours)