

Hourly Timesheet Instructions:

1. Enter your NAME
2. Enter your SCHOOL LOCATION (if not pre-filled)
3. Enter the Payroll Period START DATE and END DATE (if not pre-filled)
4. Column A - Enter your work day START TIME
5. Column B - Enter your work day END TIME
6. Column C - Enter the total hours worked for your REGULAR position

Enter partial time as follows:

15 minutes = .25 45 minutes = .75

30 minutes = .50 1 hour = 1.0

7. Columns for HOURS Worked As A Substitute/Other Position -

Enter total HOURS worked in the SUB/OTHER position outside of your REGULAR position

8. Column D - Enter Daily TOTAL for the hours worked for each day
9. Bottom of Columns Totals - Enter TOTAL hours for ALL positions worked and Timesheet TOTAL hours
10. Signatures - Employee must sign their timesheet and hand it in to the school office AA when due
11. AA Initials Totals Are Confirmed - This area is reserved for the school office AA. Do not enter hours here

***NOTE - FOR A PAID SICK DAY (EMPLOYEES NOTIFIED OF THEIR ELIGIBILITY) YOU MUST INDICATE "SICK DAY"**

ENTER THE TOTAL HOURS TO BE PAID BASED ON YOUR REGULAR WORK SCHEDULE FOR THAT DAY*