

**Hourly Timesheet Instructions:**

1. Enter your name.
2. Enter your school location (if not noted).
3. Enter the Payroll Period Start Date and End Date (if not noted).
4. Column A is for your start time.
5. Column B is for your end time.
6. Column C is the total Regular hours worked each day.

Enter Time in decimal points:

15 minutes = .25

30 minutes = .50

45 minutes = .75

7. Only fill in extra hours past your normal end time if you sub. Enter hours in the Complete if Applicable section.
8. The last column is for the daily total.
9. Before submitting your timesheet, enter totals at the bottom and Total of ALL hours.
10. Sign your timesheet at the bottom.