

### 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. Complete Extra Hours if Applicable - Enter total hours worked in the SUB position outside of your REGULAR position
8. Daily Total - Enter TOTAL of ALL hours worked for each day
9. Bottom Totals - Enter TOTAL hours worked for ALL positions, including the Timesheet TOTAL hours
10. Signatures - Employee must sign at the bottom then hand the timesheet in to the school office AA for the Principal's signature