Each employee is responsible for turning in their own approved timesheet to the payroll department by the due date, in order to receive pay for work performed.

Certified Staff Timesheet

Please make copies on YELLOW paper

2025-2026

LEGAL NAME: ADDRESS: JOB TITLE: PHONE #: EMPLOYEE ID NO:	5 minutes = .75 hours
ADDRESS: JOB TITLE: PHONE #: EMPLOYEE ID NO: Please do not write # of minutes worked. Please round to the nearest <u>quarter</u> hour when not a full lexample: 15 minutes = .25 hours; 30 minutes = .5 hours; 4!	Principals/Administrators: Please indicate account number and rate of pay upon approval. hour/day. For minutes = .75 hours
ADDRESS: JOB TITLE: PHONE #: EMPLOYEE ID NO: Please do not write # of minutes worked. Please round to the nearest <u>quarter</u> hour when not a full lexample: 15 minutes = .25 hours; 30 minutes = .5 hours; 4!	Principals/Administrators: Please indicate account number and rate of pay upon approval. hour/day. For minutes = .75 hours
PHONE #: EMPLOYEE ID NO: Please do not write # of minutes worked. Please round to the nearest <u>quarter</u> hour when not a full example: 15 minutes = .25 hours; 30 minutes = .5 hours; 4: Building Position Work Performed: Tutor, Driver's Ed. Crossing Guard ** PL	number and rate of pay upon approval. hour/day. 5 minutes = .75 hours
Please do not write # of minutes worked. Please round to the nearest <u>quarter</u> hour when not a full lexample: 15 minutes = .25 hours; 30 minutes = .5 hours; 4. Position Work Performed: Tutor, Driver's Ed. Crossing Guard ** Please Position Work Performed: Tutor, Driver's Ed. Crossing Guard ** Please Position Work Performed: Tutor, Driver's Ed. Crossing Guard ** Please Position Position Work Performed: Tutor, Driver's Ed. Crossing Guard ** Please Position Pos	number and rate of pay upon approval. hour/day. 5 minutes = .75 hours
Please do not write # of minutes worked. Please round to the nearest <u>quarter</u> hour when not a full l <u>example: 15 minutes = .25 hours; 30 minutes = .5 hours; 4</u> Position Work Performed: Tutor, Driver's Ed. Crossing Guard ** PL	hour/day. Fc
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Position Work Performed: Tutor, Driver's Ed. Crossing Guard ** PL	
Ruilding I Work Performed: Tutor Driver's Ed. Crossing Guard ** Pl	LEASE BE SPECIFIC ** DATE NUMBER OF HOUR
Total Amount To Be Paid: Pay Rate:	Total Amount Hours Worked:
Total Allibuilt to be tulu.	Total Allibuit Hours Worked.
Internal Sub Certified Staff: \$35 Gate/Book/Timer: \$20/HR Ins	structional Services: \$35/HR
Crowd Control: \$20/HR Bus Monitor: \$22/HR No	on-Instructional Services: \$30/HR
Supervisor Signature:	
Administration Approval Signature:	