

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

2022-2023

Work Dates: From: _____ To: _____

Pay Date: _____

NAME: _____

ADDRESS: _____

PHONE #: _____

SS#: XXX-XX-_____

Account #:

Principals/Administrators: Please indicate account number and rate of pay upon approval.

Please do not write # of minutes worked. Please round to the nearest quarter hour when not a full hour/day.

For example: 15 minutes = .25 hours; 30 minutes = .5 hours; 45 minutes = .75 hours

Building	Position (TA,TCH,SEC,Etc)	Work Performed: Tutor, Driver's Ed., Crossing Guard, Etc. ** PLEASE BE SPECIFIC **	Date	# of Hours	Supervisor Signature
Total Time Worked:		Pay Rate:		Total Amount to be Paid to Employee:	
Internal Subbing: \$30/Period		Gate/Book/Timer: \$20/hr		Instructional Services: \$30/HR	
Crowd Control: \$20/hour		Bus Monitor: \$22/HR		Non-Instructional Services: \$25/HR	