

# TIME SHEET

DEER CREEK-MACKINAW CUSD #701

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

WEEK OF:	TIME IN	LUNCH	TIME OUT	CONTRACT HOURS	EXTRA HOURS (worked beyond contract hours)	OT HOURS (over 40 hrs)
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
<b>TOTAL HOURS</b>						

EMPLOYEE'S SIGNATURE \_\_\_\_\_

\*ALL FULL TIME EMPLOYEES MUST SHOW A LUNCH ON THIS TIME SHEET

\*\*ALL OVERTIME MUST BE APPROVED IN ADVANCE BY THE PRINCIPAL OR SUPERINTENDENT

**TIME SHEETS MUST BE COMPLETED WEEKLY AND TURNED IN TO THE PRINCIPAL'S OFFICE BY 12:00 NOON MONDAY OR THE NEXT WORK DAY**

**A SEPARATE TIME SHEET MUST BE COMPLETED FOR EACH JOB TITLE (secretary, cook, bus driver, custodian, etc.)**

Principal's Initials: _____	_____ Hours @ Reg Time X _____ Rate = \$ _____
Superintendent's Signature: _____	_____ Hours @ 1.5 Time X _____ Rate = \$ _____
Comments: _____	TOTAL PAY \$ _____