

## Harrisonville Cass R-IX School District Employee Time Sheet

Employee Name:(print) \_\_\_\_\_ Pay Period: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_  
 Signature: \_\_\_\_\_ Assignment: Student Employment - Activities

Day	Date	In	Out	In	Out	Actual Hours Worked	Compensatory Time Earned	Sick Leave	Personal Leave	Vacation Leave	Holiday	Compensatory Time Taken	Reduction in Pay	Total Hours to Pay	Comments	Office Use	
																Regular Hours	Overtime Hours
Sunday																	
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
<b>Week 1 Total</b>																	
Sunday																	
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
<b>Week 2 Total</b>																	
Sunday																	
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
<b>Week 3 Total</b>																	
Page 1 Totals																	
Page 2 Totals																	
Pay Period Totals																	

Print "Employee Name" and fill in Pay Periods "From" and "To".	Mark all time to nearest 15 minutes
Mark your job assignment. Example: Student Employment-Activities	15 minutes = .25
Enter "In" and "out" time and total number of actual hours worked.	30 minutes = .50
Total columns. Sign time sheet.	45 minutes = .75
	60 minutes = 1.00

Activity Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

