

Mercer County School District #404



timesheet: custodian cook secretary para nurse

Name: _____

School: _____

Days not worked - specify type: sick, personal, comp used, holiday, no school, etc in the appropriate date column.

		MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN
DATE	→														
Regular	Time in														
Shift	Time out														
Total Per Day	Regular Hours														

↙ **PLEASE USE THE SPACE BELOW TO INDICATE ANY EXTRA HOURS PER DAY.** ↘

EXTRA	Time in														
TIME	Time out														
Total Per Day	Extra Time														

↙ * If you wish to **earn** accumulate comp time and **not** get paid for extra or overtime hours, mark (+ hrs) in appropriate date (box). ↘

COMP HOURS	+EARNED OR -USED														
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IF YOU NEED TO USE COMP HOURS, PLEASE MARK (- HRS) IN APROPRIATE DATE (BOX).

*****FOR OFFICE USE*****			
<i>extra time worked</i>	Regular	Overtime	Total
PAY PER HOUR			
# OF HOURS			
GROSS PAY			

Pre-approved extra and/or overtime explanation:

Date ___ / ___ / ___ _____

Date ___ / ___ / ___ _____

Date ___ / ___ / ___ _____

Principal _____

Date ___ / ___ / ___