

RICHMOND R-XVI SCHOOL DISTRICT

PAY PERIOD _____

NAME _____

POSITION _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
R																																
O																																
A																																
S																																
P																																
H																																
M																																
P/R																																

EMPLOYEE SIGNATURE _____

DATE _____

SUPERVISOR SIGNATURE _____

DUE TO PAYROLL BY THE 5TH OF THE FOLLOWING MONTH

Payday is 25th of month.

- R = Regular Hours
- O = Overtime Hours
- A= Athletic Hours (Gates, Clock, Tournaments)
- S = Sick Leave
- P = Personal Leave
- H = Holiday
- M = Miscellaneous (Bereavement, Jury Duty, etc.)
- P/R= Payroll Adjustment