

**Meadows Union School District
Time Sheet**



Name: _____

Schedule: _____

Social Security #: xxxx-xx-_____

	Date	Time In	Time Out	Time In	Time Out	Total	Assignment	For Position/ Staff/ Dept
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								

Total Hours: 0.00

KEY:

Assignments: Class Supervision, Extra Hours, Field Trip, Over Time, Stipend, Substitute
For Position/ Dept: List the staff, position or department for the assignment

Please Note:

- *List one assignment per line. Example: morning assignment with MOT and afternoon with Café, list on two separate lines
- * After every 6 hours of service, you must take a 30-minute break

For Payroll Use ONLY:			
Rate:	Hrs.	Earnings:	Add-on/ Acct. Line:
Rate:	Hrs.	Earnings:	Add-on/ Acct. Line:
Rate:	Hrs.	Earnings:	Add-on/ Acct. Line:
Rate:	Hrs.	Earnings:	Add-on/ Acct. Line:

I hereby certify that the time recorded on this timesheet is an after-the-fact determination of actual effort expended for the period indicted and that I have fully knowledge of 100 percent of these activities.

Employee's Signature

Date

Supervisor's Signature

Date

Second Signature (if necessary)

Date