Savannah R3 Monthly Time Sheet						
Name:				Extra Pay or Hourly Pay		
Position:				Rate of Pay:		
Building:				Account Code:		
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Date	Time In	Out for Lunch	Return from Lunch	Time Out	Hours Worked	Overtime
				Total Hours Worked		
Supervisor S	Signature:					

The Pay Period ends on the 10th of each month. Time sheets must be turned in the following business day. Overtime (any hourse worked over 40 per week) must be preapproved by your building principal or supervisor.