

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	TOTAL
R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
O																															
S																															
P																															
V																															
H																															
M																															

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DUE TO PAYROLL BY THE 5TH OF THE FOLLOWING MONTH

- R = Regular Hours
- O = Overtime Hours (Custodial Staff Only)
- S = Sick Leave
- P = Personal Leave
- V = Vacation Leave
- H = Holiday
- M = Miscellaneous (Professional, Jury Duty, etc.)

Payday is 25th of month.