

SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT



Scotia, New York 12302
EMPLOYEE TIME SHEET

Type of Work*: _____

Building: _____

If Employee worked in different position then stated above, please specify and use a separate time sheet.

Date	*If you are a substitute, list the name of the person you are subbing for.	Hours Worked (From - To)	Sick Time Use	Personal Time Use	Total Hours	Business Office Use ONLY
Total Hours =						

Employee Print Name

Employee Signature Date

Approval of Supervisor Date

All hourly employees shall be paid on a prior payroll period basis.
Employee's time sheet should include all hours worked in a pay period.
This report should be submitted to the supervisor on the Monday following each pay date.
Upon the supervisor's approval, the time sheet shall be submitted to the Business Office by Tuesday following each pay date.

BUSINESS OFFICE USE ONLY

_____ @ _____ = _____

Account Code _____

Hours _____ @ _____ OT/R _____ = _____

TOTAL _____