

WINDSOR PUBLIC SCHOOLS HOURLY TIMESHEET

Hours must be rounded to the quarter hour and recorded daily. Timesheets must be received complete and accurate by the payroll deadline. Incomplete or illegible timesheets may be returned and result in delayed payment. A duplicate should be kept for your records.

Employee #: _____

Pay Period Beginning: _____

Employee Name: _____

Position (for this work): _____

School/Site: _____

Week 1		Time In	Lunch Out	Lunch In	Time Out	Total Hours
Day	Date					
Mon						
Tue						
Wed						
Thurs						
Fri						
Week 1 Subtotal						

Week 2		Time In	Lunch Out	Lunch In	Time Out	Total Hours
Day	Date					
Mon						
Tue						
Wed						
Thurs						
Fri						
Week 2 Subtotal						
Total Hrs Weeks 1&2						

Rate: _____

Account: _____

Employee Signature: _____ Date: _____

Reviewed By	Signature	Date
Site Manager		