

TIME SHEET

DEER CREEK-MACKINAW CUSD #701

NAME: _____

JOB TITLE: _____

WEEK OF:	TIME IN	LUNCH	TIME OUT	CONTRACT HOURS	EXTRA HOURS (worked beyond contract hours)	OT HOURS (over 40 hrs)
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
TOTAL HOURS						

EMPLOYEE'S SIGNATURE _____

*ALL FULL TIME EMPLOYEES MUST SHOW A LUNCH ON THIS TIME SHEET

**ALL OVERTIME MUST BE APPROVED IN ADVANCE BY THE PRINCIPAL OR SUPERINTENDENT

TIME SHEETS MUST BE COMPLETED WEEKLY AND TURNED IN TO THE PRINCIPAL'S OFFICE BY 12:00 NOON MONDAY OR THE NEXT WORK DAY

A SEPARATE TIME SHEET MUST BE COMPLETED FOR EACH JOB TITLE (secretary, cook, bus driver, custodian, etc.)

Principal's Initials: _____	_____ Hours @ Reg Time X _____ Rate = \$ _____
Superintendent's Signature: _____	_____ Hours @ 1.5 Time X _____ Rate = \$ _____
Comments: _____	TOTAL PAY \$ _____