

**EMPLOYEE TIME SHEET  
SAYDEL COMMUNITY SCHOOL DISTRICT**

Name of Employee \_\_\_\_\_ Building \_\_\_\_\_

Pay Period: From \_\_\_\_\_ To \_\_\_\_\_

Circle Position: Coach EB Advisory SPED Associate SPED Teacher Other: \_\_\_\_\_

Circle Training Level: TQ SPED Other: \_\_\_\_\_

Week 1	Date	Purpose of Extra Duty	Time In	Time Out	Total Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Weekly Total					

Week 4	Date	Purpose of Extra Duty	Time In	Time Out	Total Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Weekly Total					

Week 2	Date	Purpose of Extra Duty	Time In	Time Out	Total Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Weekly Total					

Week 5	Date	Purpose of Extra Duty	Time In	Time Out	Total Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Weekly Total					

Week 3	Date	Purpose of Extra Duty	Time In	Time Out	Total Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Weekly Total					

**TOTAL HOURS**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Printed Name \_\_\_\_\_

Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date
Jul 2 - Jul 29	5-Aug	18-Aug	Dec 31 - Jan 27	5-Feb	20-Feb
Jul 30 - Sep 2	5-Sep	20-Sep	Jan 28 - Feb 24	5-Mar	20-Mar
Sep 3 - Sep 30	5-Oct	20-Oct	Feb 25 - Mar 30	5-Apr	19-Apr
Oct 1 - Oct 28	5-Nov	20-Nov	Mar 31 - Apr 27	5-May	20-May
Oct 29 - Dec 2	5-Dec	20-Dec	Apr 28 - Jun 1	5-Jun	20-Jun
Dec 3 - Dec 30	5-Jan	19-Jan	Jun 2 - Jun 29	30-Jun	19-Jul

Supervisor  
Circle Training Level: Title 1 SPED Level 1 SPED Level 2 SPED Level 3

Other Notes to Payroll: