

Employee Time Sheet
Saydel Community School District

Name of Employee _____ Building _____

Pay Period: From _____ To _____

Circle Position: Coach GenEd Teacher SPED Teacher Associate 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 2	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					

Week 4	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					

Total Hours _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Supervisor Printed Name _____

Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date
Jun 30 - Jul 27	5-Aug	20-Aug	Dec 29 - Feb 01	5-Feb	20-Feb
Jul 28 - Aug 31	5-Sep	20-Sep	Feb 02 - Mar 01	5-Mar	20-Mar
Sep 01 - Sep 28	5-Oct	18-Oct	Mar 02 - Mar 29	5-Apr	18-Apr
Sep 29 - Oct 26	5-Nov	20-Nov	Mar 30 - Apr 26	5-May	20-May
Oct 27 - Nov 30	5-Dec	20-Dec	Apr 27 - May 31	5-Jun	20-Jun
Dec 01 - Dec 28	5-Jan	17-Jan	Jun 01 - Jun 28	30-Jun	18-Jul

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

Other Notes to Payroll:
