

**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 5 - Aug 1	Aug 8	Aug 20	Jan 3 - Jan 30	Feb 8	Feb 19
Aug 2 - Sep 5	Sep 8	Sep 18	Feb 1 - Feb 27	Mar 8	Mar 19
Sep 6 - Oct 3	Oct 8	Oct 20	Feb 28 - Apr 3	Apr 8	Apr 20
Oct 4 - Oct 31	Nov 8	Nov 20	Apr 4 - May 1	May 8	May 20
Nov 1 - Nov 28	Dec 8	Dec 18	May 2 - Jun 5	Jun 8	Jun 18
Nov 29 - Jan 2	Jan 8	Jan 20	Jun 6 - Jul 3	Jul 8	Jul 20

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

Other Notes to Payroll: