

RIVERVIEW GARDENS SCHOOL DISTRICT

Employee Timesheet

Name _____

Employee # _____ Position: _____

Department/School _____ Period Covered _____

CHECK ONE
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily

DAY OF WEEK	CALENDAR MONTH & DATE	Hours Scheduled to Work								NOTE:	
		HOURS WORKED				TIME NOT WORKED		Regular Hours	Overtime Hours		
		Start	Stop	Start	Stop	Hours	Code				
MON											
TUE											
WED											
THUR											
FRI											
SAT											
SUN											
TOTAL FOR 1st WEEK											
MON											
TUE											
WED											
THUR											
FRI											
SAT											
SUN											
TOTAL FOR 2nd WEEK											
MON											
TUE											
WED											
THUR											
FRI											
SAT											
SUN											
TOTAL FOR 3rd WEEK											
CODES TO USE FOR TIME NOT WORKED / LEAVE TIME										NOTE: Time not worked due to absences should NOT have start and stop times shown. LUNCH periods are to be entered on timesheet. Two (2) 15 minute breaks are NOT to be entered on timesheet.	
S = SICK	V = VACATION	WC = WORK COMP	ER = EARLY RELEASE								
J = JURY DUTY	H = HOLIDAY	WB = WINTER BREAK	SB = SPRING BREAK								
D = DOCK	B = BEREAVEMENT	ML = MILITARY LEAVE	PER = PERSONAL LEAVE								
PDS = PROF DEVELOPMENT OUT OF STATE	PDL = PROF DEVELOPMENT LOCAL										
PDJ = PROF DEVELOPMENT MISSOURI	FT = FIELD TRIP										
PAY PERIOD TOTALS											
								Regular Hours	Overtime Hours		

Employee

I hereby certify that this report accurately records the "Total Daily Hours Worked" for the period covered.

Date

Administrator

I have reviewed, and by my signature certify that this timesheet accurately reports "Total Daily Hours".

Date

FOR PAYROLL USE ONLY