

City of Salem Schools
2021-2022 Time Sheet for All Non-Exempt Employees and Pay for Extra Duties

Name: _____ **Employee ID #:** _____

Location: SHS ALMS East GW Carver South West
 AIIMS Central REWIP Coaching Other

Job Duty (required): _____ **Authorized By:** _____

Pay Period: ____/____/____ - ____/____/____ (see back for list)

Enter Actual Days and Hours Worked/Leave (For example, 8.0, 8.25, 8.5, 8.75---round to nearest quarter hour)

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked
Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked
Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked
Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked
Week 5	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked

PAYROLL USE ONLY

Total Hours _____ @ Hourly Rate _____ = Total Pay \$ _____ FICA \$ _____ Pay Code _____

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I hereby certify that this time sheet is a true, complete, and accurate accounting of my time actually worked.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

TIME SHEET INSTRUCTIONS

- 1) Use one page for each payroll period.
- 2) Start with "Week 1" and enter actual dates, in and out time, and hours worked each day.
(Round to quarter hour--8 minutes or more, round up--7 minutes or less, round down)
- 3) **All Overtime must be approved in advance.**
Overtime is all hours in excess of 40 actual hours worked from 12:00 a.m. Sunday until 11:59 p.m. Saturday.
- 4) Turn in your time sheet once a payroll period to your immediate supervisor (or school office).

**Payroll Periods for 2021-2022

<u>Begin Date</u>		<u>End Date</u>	<u>Date Timesheets are due to</u>
			<u>Supervisor</u>
6/13/2021	through	7/10/2021	7/12/2021
7/11/2021	through	8/14/2021	8/16/2021
8/15/2021	through	9/11/2021	9/13/2021
9/12/2021	through	10/9/2021	10/11/2021
10/10/2021	through	11/13/2021	11/15/2021
11/14/2021	through	12/4/2021	12/6/2021
12/5/2021	through	1/8/2022	1/10/2022
1/9/2022	through	2/12/2022	2/14/2022
2/13/2022	through	3/12/2022	3/14/2022
3/13/2022	through	4/9/2022	4/11/2022
4/10/2022	through	5/14/2022	5/16/2022
5/15/2022	through	6/11/2022	6/13/2022

****Payroll period dates are subject to change.**

- 5) **The following employees are required to complete time sheets:**
 - ELL Instructors and Homebound Instructors
 - Summer Workers, Band Instructors, Choir Accompanist, and Coaches (non-teacher)
 - Substitutes as applicable
 - REWIP
 - Any non-teacher employee who works a 2nd hourly job within the school system
 - Teachers and other employees who work extra jobs within the school system
- 6) **School Office Instructions:** File all time sheets and retain for 5 years.
- 7) **Central Office Instructions:** All time sheets will be filed and retained for 5 years within the Payroll Office.