

Saline Area Schools Hourly Timesheet

Name: _____ Pay Period Beginning Date: _____
 Position: _____ Pay Period Ending Date: _____
 _____ Pay Date: _____

Absence Codes:	WOP = without pay	Conversions:	20 min = .33	40 min = .67
S = sick	JD = jury duty	5 min = .08	25 min = .42	45 min = .75
FS = family si	PB = personal business	10 min = .17	30 min = .50	50 min = .83
V = vacation	DIF = death in family	15 min = .25	35 min = .58	55 min = .92

Date	Day	Absence Code	Time Format				Total Hours Worked	Decimal Format						
			Time In	Lunch Begin	Lunch End	Time Out		Pay Straight	Pay OT	Comp Earned	Comp Used	Comp Balance		
	Sunday												-	
	Monday												-	
	Tuesday												-	
	Wednesday												-	
	Thursday												-	
	Friday												-	
	Saturday												-	
	Sunday												-	
	Monday												-	
	Tuesday												-	
	Wednesday												-	
	Thursday												-	
	Friday												-	
	Saturday												-	
Grand Total Payroll Hours								0	0					

******* Timesheets are due IN THE PAYROLL OFFICE NO LATER THAN 9:00am Monday of pay weeks !!! *******

 Employee Signature Date
**** By signing this form, the employee declares that the above record of hours has been verified and is found to be complete and accurate.**

 Supervisor Signature Date
**** By signing this form, the Supervisor declares that the above record of hours has been verified and is found to be complete and accurate.**