

Saline Area Schools Hourly Timesheet Instructions

Due Date: Timesheets are due to the Business Office **NO LATER THAN MONDAY'S**

In order to process your timesheet, You **MUST** supply the following minimum information **(failure to supply this information may mean that we cannot process your payroll)**

- Your name (please print!)
- Supply an "absence code" if you were scheduled to work, and you were not at
- The totals for Regular ,Overtime, and the Total Hours worked
- Signatures are required!

Absence Codes:

S	Employee Sick
FS	Family Illness
V	Vacation
PB	Personal Business Day
SB	School Business (meetings, etc)
JD	Jury Duty
DIF	Death in Family
T	Training
WOP	Without Pay

OT Hours:

Per the ESP contract, overtime is paid at time and one half the regular rate, for hours
Example: You are a Teaching Assistant, and you normally work 6.5 hours per day.

On 6/1/99 you worked 7.5 hours. The 7.5 hours would be paid at your regular rate.

On 6.2.99 you worked 8.5 hours. 8 hours would be paid at your regular rate, and yo

Questions?, Please call Payroll at ext 2004 or Benefits at ext 2033.

§ at 9AM on payweeks.

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heck!))

work

worded in excess of 8 hours per day.

ou would be paid at time and one half for the .5 hour of overtime.