\*\* IMPORTANT: Time Sheets are due on the 15th of each month.\*\*
Pay Period Start: 16th of each month. Pay Period End: 15th of each month

NAME		POSITION											
BEGINNING /		ENDING MONTH		/ BUILDING/ DEPARTMENT									
	MONTH YEAR		MONTH '										
DAY	SECTION ONE ANNUALIZED STAFF ONLY	hours per week, and your pay is not			SECTION THREE  If you did not work your full schedule for the day, <u>also</u>								
OF	If your weekly work schedule is 20 hours or more and your pay is spread over 12 months		section.			record your time off (paid and unpaid) in this section.							
MONTH	(Annualized), enter your scheduled hours in this	record extra hours worked.											
	section.	ADDL HOURS WORKED	OVER TIME HOURS	COMP TIME EARNED	LEAVE W/O PAY	SICK LEAVE	PRSNL LEAVE	COMP TIME USED	VAC LEAVE	BRVMT LEAVE		JURY DUTY	
16th	1											T	
17th			<u> </u>		i							<b> </b>	
18th													
19th			<b> </b>		<u> </u>		ļ!	<u> </u>				<u> </u>	
20th			<b> </b>		<b></b>			<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
21st							<u> </u>						
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23rd			<del> </del>		<u> </u>			<u> </u>	<del> </del>	<u> </u>	<del> </del>	<del> </del>	
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27th			1				<del>                                     </del>						
28th							<del>                                     </del>						
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6th			<del> </del>	-	<u> </u>		<u> </u>	<u> </u>		<u> </u>	<u> </u>	<del> </del>	
7th			<del>                                     </del>		<u> </u>	+		<u> </u>		-		<del> </del>	
8th 9th			<del>                                     </del>	-	<del> </del>	+		<u> </u>	-		<u> </u>	+	
10th						+							
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TOTAL			<u> </u>							<u> </u>			
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Employs	ee's Signature		Date	Superv	vienr'e	Signati	ıre				Date		