

COLCHESTER SCHOOL DISTRICT TIME SHEET - HOURLY PERSONNEL
TO BE FILLED OUT BY EMPLOYEE IN INK.

NAME: _____ SIGNATURE: _____

IF SUBSTITUTING, NAME/POSITION OF PERSON SUBBING FOR: _____

IF AFTERSCHOOL TUTORING, STUDENT'S INITIALS, SCHOOL: _____

| | DATE | REG | OT | VACA | SICK SELF | SICK FAM | PERS/ DISC'Y | HLDY | OTHER LEAVE | TOTAL HOURS | COMMENTS/SUPERVISOR INITIALS |
|-------------------------|------|-----|----|------|--------------|-------------|-----------------|------|----------------|----------------|---------------------------------|
| SUN | | | | | | | | | | | |
| MON | | | | | | | | | | | |
| TUES | | | | | | | | | | | |
| WED | | | | | | | | | | | |
| THURS | | | | | | | | | | | |
| FRI | | | | | | | | | | | |
| SAT | | | | | | | | | | | |
| WEEK 1 TOTAL | | | | | | | | | | | |
| SUN | | | | | | | | | | | |
| MON | | | | | | | | | | | |
| TUES | | | | | | | | | | | |
| WED | | | | | | | | | | | |
| THURS | | | | | | | | | | | |
| FRI | | | | | | | | | | | |
| SAT | | | | | | | | | | | |
| WEEK 2 TOTAL | | | | | | | | | | | |
| 2 WEEK TOTAL | | | | | | | | | | | |

5 minutes = .08 15 minutes = .25 25 minutes = .42 35 minutes = .58 45 minutes = .75 55 minutes = .92
 10 minutes = .17 20 minutes = .33 30 minutes = .50 40 minutes = .67 50 minutes = .83

HOURS APPROVED BY: _____
 Building/Program Administrator Only Date

INSTRUCTIONS:
 Supervisor initials required for hours to be paid more than regular schedule due to attendance at workshop, training, etc. or for hours to be paid for in-service days.

Special Rate (if applicable) _____ Charge to Org/Obj Code _____