

Certified Staff - DCMS and CMS Summer School 2017 Time Sheet

Unified School District 443

Time sheets must be signed by the employee and supervisor then returned to the Business Office by

Friday June 30, 2017 before 5:00 pm to be paid in the July 2017 paycheck

Time sheets received after July 1, 2017 will be paid in the August 2017 paycheck

June 5-9		a.m. Time In	p.m. Time Out	Total Time	NAME			
Monday								
Tuesday					EMPLOYEE#			
Wednesday					LOCATION	Fund	Summer School	
Thursday								
Friday					PAY PERIOD			
					Extra Time (prior approval required) Include date, hours and reason.			
June 12-16					TCHR Work/Planning (4 Additional Hrs)			
Monday					Dates	Times	Total Hrs Worked	
Tuesday								
Wednesday								
Thursday								
Friday							Total	
June 19-23					Time Totals			
Monday					Hours Worked June 5-9			
Tuesday					Hours Worked June 12-16			
Wednesday					Hours Worked June 19-23			
Thursday					Hours Worked June 26-30			
Friday					Hours Worked Planning (Maximum 4 hours)			
June 26-30					Monthly Total (June 5 - June 30, 2017)			
Monday					I hereby certify that this record is accurate and complete and represents the total time I have worked this pay period.			
Tuesday					Summer School Employee Signature			
Wednesday								
Thursday					Approved - Building Principal			
Friday								
					Approved -Summer School Coordinator			