

TIME SHEET
 BRYANT SCHOOL DISTRICT
 (To be used by hourly employees)

Time Sheets are to be turned in to your supervisor/principal each Friday to be forwarded to Central Office on Mondays.

If you were absent any day, *Reason for Absence* form must be completed and turned in to your principal/supervisor.

Any overtime or additional hours must be pre-authorized by your supervisor and reason must be recorded on time sheet.

EMPLOYEE'S NAME: _____

WEEK BEGINNING: _____ ENDING: _____

Last two columns (REG & OT) will be completed by Payroll Office.

| | SUN | MON | TUE | WED | THU | FRI | SAT | TOTAL | REG | OT |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-------|-----|----|
| Contract Position | | | | | | | | | | |
| Sub Bus Driving | | | | | | | | | | |
| Field Trip Bus Driving: | | | | | | | | | | |
| During School Hours | | | | | | | | | | |
| Outside of School Hours | | | | | | | | | | |
| Non-Driving Time | | | | | | | | | | |
| Fund | | | | | | | | | | |
| Aide | | | | | | | | | | |
| Food Service | | | | | | | | | | |
| *Substitute, etc. | | | | | | | | | | |
| TOTAL | | | | | | | | | | |

*Specify other areas of work performance (i.e., Gate Keeper, Substitute, etc.).

REASON FOR OVERTIME: _____

- B School Business/Training
- S Sick Leave
- P Personal Leave
- NA Non-Approved Leave
- V Vacation
- EL Early Leave (One Hour)

Employee Signature

Supervisor Signature

Supervisor Signature