

# Monthly Employee Time Sheet

Yukon Public School District - ISD #27

Employee's Name: \_\_\_\_\_

Month: \_\_\_\_\_

School Year: 2014 - 2015

Job/Duty Performed: \_\_\_\_\_

**Regularly Assigned Work Time/Schedule**

AM Start	AM End	PM Start	PM End

School/Department: \_\_\_\_\_

Day	TimeIn	TimeOut	TimeIn	TimeOut	TotalHrs	Day	TimeIn	TimeOut	TimeIn	TimeOut	TotalHrs	
1						17						
2						18						
3						19						
4						20						
5						21						
6						22						
7						23						
8						24						
9						25						
10						26						
11						27						
12						28						
13						29						
14						30						
15						31						
16						Total Monthly Hours Reported:						

- (1) Written authorization and approval is required by your immediate supervisor prior to working over 40 hours per week.
- (2) Timesheets are required to be submitted by every non-exempt and time-worked employee.
- (3) All Timesheets must be reviewed, signed and approved by the employee and supervisor each month.
- (4) Timesheets are due to your immediate supervisor no later than the 1st day of each month for appropriate review and sign-off.
- (5) Timesheets are due to the YPS Business Office no later than the 5th day of each month to be paid on your scheduled payroll date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date