



ORE CITY

Independent School District

Other Duties - Weekly Time Sheet

Employee: _____
 Duty /Event: _____
 Number of Students Served: _____

Date	Weekday	Time In	Time Out	Daily Total	Duty Performed
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
Weekly Total:					Totals should be rounded and displayed in decimal format. 15 minutes = .25, 30 minutes = .50, 45 minutes = .75

Rate of Pay Per hour: _____

Total Due to Employee \$ _____

Employee's Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____

**Time sheet must be completed in its entirety and turned into the business office by the first Monday of the month for payroll processing. **

For Business Office Use Only:	
Account Code: _____	Date Paid: _____