

Regular hours only
 Over time hours only

CENTRAL VALLEY SCHOOL DISTRICT NO. 356

TIME SHEET

(Please use ink)

Hired (new employees only)

_____ thru _____ \$ _____
Probation

_____ to \$ _____
RT Rate

Employee No.		Print Employee Name															Hourly Rate										Reg. Time	Over Time										
Month	Position		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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Turn Sheet to:
 a) Explain overtime or extra hours
 b) Fill in permit # for use of building

PLEASE DO NOT WRITE BELOW THIS LINE

CODE:	PERIOD:	HRS:	RATE:	ACCOUNT#:
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CODE:	PERIOD:	HRS:	RATE:	ACCOUNT#:

Employee Signature

I hereby certify that the above employee worked the days and hours shown and is entitled to payment.

Department Head or Principal