

MECHANICSBURG EXEMPTED VILLAGE SCHOOL DISTRICT
 60 HIGH STREET, MECHANICSBURG, OH 43044
 (937) 834-2453

HOURLY TIME SHEET

EMPLOYEE NAME _____

This is a time sheet for the pay period beginning Sunday, _____
 and ending Saturday. _____

DAY	DATE	CONTRACT HOURS	HOLIDAY HOURS	S.L. HOURS	P.L. HOURS	OTHER PAY HOURS	OTHER PAY DESCRIPTION
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
TOTAL							

Other Pay Hours and Other pay Descriptions may include the following items: Professional Leave Hours, Calamity (Snow Day) Pay Hours, Dock Pay Hours, Jury Duty Hours, etc.

Overtime must be initialed by the Supervisor **prior to** working.

I affirm that the above time sheet is the correct report of all hours to be paid for in the above listed two week period and understand that falsification of such time sheet is a violation of Board policy.

Employee Signature

Supervisor Signature

Date Signed

Superintendent Signature

*This form is used to support the contractual obligation paid by the school district to the employee