

COLUMBIA SCHOOL DISTRICT

OFFICIAL PAYROLL BI-WEEKLY TIME SHEET

| NAME: | | | | | | CPS ID #: | | | | | | BUILDING: | | | | | | | | | | | |
|----------------------------------|------|-----|----|-----|------|---------------------------|----|-----|--------------|-----------------|----------|--|------|-------------|-----------|--|--|--|--|--|--|--|--|
| POSITION: | | | | | | SCHEDULED HOURS PER WEEK: | | | | | | MINUTES CONVERTED TO DECIMALS: 6 Minutes = .10 36 Minutes = .60 12 Minutes = .20 42 Minutes = .70 18 Minutes = .30 48 Minutes = .80 24 Minutes = .40 54 Minutes = .90 30 Minutes = .50 60 Minutes = 1.00 | | | | | | S - Sick Leave / Emergency V - Vacation P - Personal - Unpaid N - Personal - Paid E - Educational J - Jury Duty M - Maternity C - Comp Time | | | | | |
| PAYROLL PERIOD: From | | | | | | To | | | | | | | | | | | | | | | | | |
| DAY OF WEEK | A.M. | | | | P.M. | | | | REGULAR TIME | ADDITIONAL TIME | OVERTIME | ABSENCES | | DAILY TOTAL | COMP TIME | | | | | | | | |
| | In | Out | In | Out | In | Out | In | Out | Hrs/Min | Hrs/Min | Hrs/Min | Hrs/Min | Code | Hrs/Min | Hrs/Min | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | | | | | | | | |
| Mon | | | | | | | | | | | | | | | | | | | | | | | |
| Tue | | | | | | | | | | | | | | | | | | | | | | | |
| Wed | | | | | | | | | | | | | | | | | | | | | | | |
| Thu | | | | | | | | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | | | | | | | | |
| SUBTOTAL (Week 1) | | | | | | | | | | | | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | | | | | | | | |
| Mon | | | | | | | | | | | | | | | | | | | | | | | |
| Tue | | | | | | | | | | | | | | | | | | | | | | | |
| Wed | | | | | | | | | | | | | | | | | | | | | | | |
| Thu | | | | | | | | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | | | | | | | | |
| SUBTOTAL (Week 2) | | | | | | | | | | | | | | | | | | | | | | | |
| *TOTALS (Week 1 + Week 2) | | | | | | | | | | | | | | | | | | | | | | | |

I certify this time to be correct. I have reviewed the above time sheet and have found it to be accurate.

Employee's signature Supervisor's signature

*The employee will be paid for the hours that appear in the totals box. It is the employee's responsibility to correctly add the time for the payroll period. Minutes should be converted to decimals as shown above.

- The time sheet must be completed in ink only. Time sheets that are not completed in ink will be returned and paid on the following bi-weekly payroll.
- All employees paid on an hourly basis and eligible for overtime pay must maintain a time sheet for all hours worked. Payroll checks cannot be issued until time sheets are completed by the employee and approved by a supervisor.
- Each employee is required to complete his/her own time sheet on a daily basis.
- Employees should complete the following at the beginning of each period:
+ Name + Building + Scheduled Hours Per Week (hours regularly assigned to work per week)
+ CPS ID # + Position + Payroll Period (From - To)
- Employees are not authorized to work more than their regularly scheduled hours unless specific authorization is given by their supervisor.
- Time In and Out must be recorded as the employee arrives for and leaves work.

ABSENCES:

| Absence Began (Hour and Date) | Returned (Hour and Date) | Total Hours Absent | Reason for Absence |
|--|-------------------------------------|-------------------------------|---------------------------|
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OVERTIME:

| Date | Activity | Time: From | To | Total Hours | Approved By |
|-------------|-----------------|-------------------|-----------|------------------------|--------------------|
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