

**2023 SUMMER SCHOOL**

Payroll Period 06/01/23 – 06/10/23 – Due 06/12/23  
 Payroll Period 06/11/23 – 06/24/23 – Due 06/26/23  
 Payroll Period 06/25/23 – 06/28/23 – Due 06/28/23

NAME:				CPS ID #:				PROGRAM:				POSITION:			
BUILDING:								MINUTES CONVERTED TO DECIMALS:							
PAYROLL PERIOD: From: _____ To: _____								6 Minutes = .10    18 Minutes = .30    30 Minutes = .50    42 Minutes = .70    54 Minutes = .90 12 Minutes = .20    24 Minutes = .40    36 Minutes = .60    48 Minutes = .80    60 Minutes = 1.00							
DAY OF WEEK	A.M.		P.M.		REGULAR TIME	OVERTIME	DAILY TOTAL	* * * * <b>FOR BUSINESS OFFICE USE ONLY</b> * * * *							
	In	Out	In	Out	Hrs/Min	Hrs/Min	Hrs/Min	REGULAR RATE	OVERTIME RATE	TOTAL	ACCOUNT CODE				
												KEY	OBJECT		
Sun															
Mon															
Tue															
Wed															
Thu															
Fri															
Sat															
<b>SUBTOTAL (Week 1)</b>								<b>SUBTOTAL</b>							
Sun															
Mon															
Tue															
Wed															
Thu															
Fri															
Sat															
<b>SUBTOTAL (Week 2)</b>								<b>SUBTOTAL</b>							
<b>*TOTALS (Week 1 + Week 2)</b>								<b>TOTAL</b>							

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.