

Kellogg Joint School District No. 391  
TIME SHEET 2006-2007  
From \_\_\_\_\_ To \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

HOURS WORKED-----	Total		****																			
								Regular	Transp.	Transp.	Miscellaneous	Supervisor/Employee	Meal Times									
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Hours	Overtime	Standby	Asst.	(see below)	Signature	M	T	W	Th	F				
Week #1																						
Week #2																						
Week #3																						
Week #4																						
Week #5																						

TOTAL HOURS -----					0
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School and/or Dept. \_\_\_\_\_

Rate of Pay - \_\_\_\_\_

- \*\*\*\*
- C = comp. time      J = jury duty  
D = death leave    P = personal leave  
H = paid holiday    S/L = sick leave  
I = industrial accident    W = without pay

Hours worked are to be recorded daily (not in advance). This form must be approved by the supervisor on a weekly basis and will be on file in the District Office for a three-year period. Variation from the 40-hour week without authorization could mean dismissal.

Overtime Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please turn this time sheet into the school office on the last day of the pay period (see back). Thank you.

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## Payroll and Cutoff Dates 2006-2007

<u>Month</u>	<u>Pay Date</u>	<u>Cutoff Date (through and including)</u>
*September, 2006	22	8-Sep
October, 2006	20	6-Oct
*November, 2006	22	10-Nov
December, 2006	20	8-Dec
*January, 2007	22	12-Jan
February, 2007	22	9-Feb
March, 2007	22	9-Mar
April, 2007	20	6-Apr
*May, 2007	22	11-May
June, 2007	22	8-Jun
July, 2007	20	6-Jul
August, 2007	22	3-Aug

\*Five-week pay period