

WISHKAH VALLEY SCHOOL DISTRICT TIME SHEET

NAME _____ DEPARTMENT _____

MONTH _____ RATE(S) OF PAY _____

DAY OF THE WEEK	DATE WORKED	DEPARTMENT	HOURS WORKED	EXTRA HOURS	OVERTIME HOURS	LEAVE HOURS	LEAVE TAKEN	
SUNDAY								USE A LETTER TO IDENTIFY THE TYPE OF LEAVE TAKEN B - BEREAVEMENT FM - FMLA LEAVE H - HOLIDAY J - JURY DUTY M - MATERNITY P - PERSONAL S - SICK LEAVE V - VACATION
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								TIME CONVERSION REFERENCE TOOL MINUTES REPORT AS
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								5 0.08
MONDAY								10 0.17
TUESDAY								15 0.25
WEDNESDAY								20 0.33
THURSDAY								25 0.42
FRIDAY								30 0.50
SATURDAY								35 0.58
SUNDAY								40 0.67
MONDAY								45 0.75
TUESDAY								50 0.83
WEDNESDAY								55 0.92
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

I CERTIFY THAT THE ABOVE TIME IS TRUE AND CORRECT

EMPLOYEE SIGNATURE: _____ DATE: _____

APPROVAL

SUPERVISOR SIGNATURE: _____ DATE: _____

APPROVAL

BUILDING ADMINISTRATOR SIGNATURE: _____ DATE: _____