WISHKAH VALLEY SCHOOL DISTRICT TIME SHEET

	NAME						DEPARTMENT		
-									
	MONTH					RATE(S) OF PAY			
DAY OF	DATE		HOURS	EXTRA	OVERTIME	LEAVE	LEAVE		
THE WEEK	WORKED	DEPARTMENT	WORKED	HOURS	HOURS	HOURS	TAKEN		
SUNDAY								USE A LETTER TO	
MONDAY								IDENTIFY THE TYPE	
TUESDAY								OF LEAVE TAKEN	
WEDNESDAY								B - BEREAVEMENT	
THURSDAY								FM - FMLA LEAVE	
FRIDAY								H - HOLIDAY	
SATURDAY								J - JURY DUTY	
								M - MATERNITY	
SUNDAY								P - PERSONAL	
MONDAY								S - SICK LEAVE	
TUESDAY								V - VACATION	
WEDNESDAY									
THURSDAY									
FRIDAY								TIME CONVERSION	
SATURDAY								REFERENCE TOOL	
		T						MINUTES REPORT AS	
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	
		ı						40 0.67	
SUNDAY								45 0.75	
MONDAY								50 0.83	
TUESDAY								55 0.92	
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
CLINIDAY								-	
SUNDAY MONDAY								•	
TUESDAY								†	
WEDNESDAY								-	
THURSDAY								-	
FRIDAY								-	
SATURDAY							<u> </u>		
SATORDAT			l l						
I CERTIFY THAT THE ABOVE TIME IS TRUE AND CORRECT									
EMPLOYEE SIGNATURE:DATE:									
APPROVAL									
SUPERVISOR SIGNATURE:DATE:									
APPROVAL									
BUILDING ADMINISTRATOR SIGNATURE:DATE:									