

# 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							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
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FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							

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

TIME CONVERSION REFERENCE TOOL	
MINUTES	REPORT AS
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.50
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92

I CERTIFY THAT THE ABOVE TIME IS TRUE AND CORRECT

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVAL**

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVAL**

BUILDING ADMINISTRATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_