

Winston County Schools Support Personnel Timesheet

Name _____ Month MAY Year 2012

Date	Day	PRIMARY POSITION						List _____		List _____		Mark Type of Leave if Absent					Hour Total for Day	Hour Total for Week
		Morning Sign-In	Time In	Lunch Time Out	Afternoon Sign-In	Lunch Time In	Time Out	SECONDARY DUTY		SECONDARY DUTY		Sick	Per.	Prof/Act	Vac.	Other		
								Time In	Time Out	Time In	Time Out							
	S																	
30	M																	
1	T																	
2	W																	
3	TH																	
4	F																	
5	S																	
6	S																	
7	M																	
8	T																	
9	W																	
10	TH																	
11	F																	
12	S																	
13	S																	
14	M																	
15	T																	
16	W																	
17	TH																	
18	F																	
19	S																	
20	S																	
21	M																	
22	T																	
23	W																	
24	TH																	
25	F																	
26	S																	
27	S																	
28	M	Memorial Day																
29	T																	
30	W																	
31	TH																	
1	F																	

Employee Signature _____ Supervisor Signature _____

Complete if you have any week over 40 hours. ----->>>

No. of Hours Over 40 X1.5

I want to be compensated with: Comp Time OR Payment

Employee Initial _____ Superintendent Initial _____

Overtime must be approved in advance by the Superintendent (except for emergencies)
 Comp time must be used within the pay period immediately following the pay period in which it is earned.
 If you are to be paid for driving a field trip, please notify your local school bookkeeper so the school will send a check to payroll for payment to you.