EMPLOYEE WORK TIME DOCUMENTATION
PERU ELEMENTARY SCHOOL DISTRICT 124

EMPLOYEE NAME

ACTUAL NON-OVERTIME HOURS WORKED
For paid absences, fill in hours and indicate type of leave under Additional Notes.
For any non-overtime (additional) hours, include in start and finish time and explain under Additional Notes.

Date	Morning Start	Morning Finish	Afternoon Start	Afternoon Finish	Total Paid Work Hours	Additional Notes
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		
	:	:	:	:		

Total Non-Overtime Pay Period Work Hours

AUTHORIZED OVERTIME HOURS WORKED

Date	Overtime Start	Overtime Finish	Total Paid Work Hours	Overtime Hourly Rate	Explanation of Overtime
	:	:		$.	
	:	:		$.	
	:	:		$.	
	:	:		$.	
	:	:		$.	
	:	:		$.	
	:	:		$.	
	:	:		$.	

Total Overtime Work Hours

DISCLAIMER: By signing below, I certify that the above hours are the actual hours worked for the pay period and dates indicated. Time sheets must be completed during the normal work periods for all non-certified staff and are due in the office the Monday morning after the end of the previous pay period.

Employee Signature

Date Submitted by Employee

Administrative Approval Signature

DISTRICT OFFICE USE ONLY			
# Hours	x Rate	=	Total
	x	=	$
	x	=	$
	x	=	$
Total for Pay Period			$

Updated 8-15-13