

**SEDONA - OAK CREEK UNIFIED SCHOOL DISTRICT #9
TIME SHEET**

DATED FROM _____ TO _____

Employee Name: _____ Job Title: _____

Campus: _____

Supervisor: _____ Department: _____

The week begins Sundays at 12:00 a.m. and ends Saturday at 11:59 p.m. Time sheets must be submitted to the school secretary by the end of the day Wednesday, on the week prior to payday week. Time sheets turned into the payroll department after 1:00 p.m. on Thursday of the week prior to payday week will be included with the next scheduled pay period. **THERE WILL BE NO EXCEPTIONS.**

Day	Start Time	End Time	Start Time	End Time	Comments	Total hours worked
Sun.						
Mon.						
Tues.						
Wed.						
Thurs.						
Fri.						
Sat.						
TOTAL WEEK 1						
Sun.						
Mon.						
Tues.						
Wed.						
Thurs.						
Fri.						
Sat.						
TOTAL WEEK 2						

I certify that the information (time) listed above is true and correct to the best of my knowledge. False information reported on the Time Record Sheet constitutes grounds for termination.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Supervisor's Signature Approving Overtime: _____ Date: _____