

HOURLY TIME SHEET

Independent School District #16
 1415 81st Ave NE
 Spring Lake Park, MN 55432

Employee Name (Please Print):	Budget Code Number(s):
**Employee #:	
**Building:	
**Sub Location:	

**** Employee #, Building, and Sub-Location are found on your paper direct deposit stub or obtained from a building secretary. Time sheets must be filled out in ink. Copies are NOT accepted. All signatures, dates, and times must be original.**

Time should be recorded by the quarter hour. Example: 7:00 a.m. to 7:15 a.m. = .25 hours worked
 7:15 a.m. to 8:45 a.m. = 1.5 hours worked
 8:45 a.m. to 2:30 p.m. = 5.75 hours worked

DATE	TIME STARTED	A.M. or P.M.	LUNCH BREAK	TIME FINISHED	A.M. or P.M.	NO. OF HOURS WORKED	REASON FOR WORK
Overtime Hours:		Overtime rate is paid when time <i>worked</i> exceeds 40 hours/week and is pre-approved by your Supervisor.				Total Hours:	
OT Rate/Hour:						Rate/Hour:	

I declare under penalty of law that the information contained herein is true and correct and that no part of it has been paid.	<u>IMPORTANT:</u> IMPROPERLY FILLED OUT TIME SHEETS MAY RESULT IN A DELAY IN RECEIVING YOUR PAY.
Employee Signature	Date
Principal or District Signature	Date