

# PERRY COUNTY SCHOOLS TIME SHEET for CERTIFIED EMPLOYEES

\_\_\_\_\_  
 Name of Employee                      SS #                      **SCHOOL**                      E.S.S                      \_\_\_\_\_  
 Position                      Employee #  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Holidays, Emergency/Personal Days, Sick Leave Days & Vacation Days should be identified. (Sick Leave & Personal Leave Cards required for all contract days missed )  
 Unleave Sick Leave and Emergency/Personal Leave accumulates as Sick Leave and are paid upon retirement at 30% the same as for Certified Employees.

Vacation Days apply only to 240 or 260 day employees and must be approved by the Principal/Supervisor and must be on days school is not in session for school based personnel. (Under extreme circumstances and if all Sick Leave & Emergency/Personal Days have been used with the Principal's recommendation the Superintendent May Approve Vacation Days on days school is in session.)

<b>Pay Period</b>	
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WEEK ONE									WEEK TWO								
Day of Week	Date	Time		Time		(-) Lunch	Hrs. Wkd.	Employee Initials	Day of Week	Date	Time		Time		(-) Lunch	Hrs. Wkd.	Employee Initials
		In	Out	In	Out						In	Out					
Sunday									Sunday								
Monday									Monday								
Tuesday									Tuesday								
Wednesday									Wednesday								
Thursday									Thursday								
Friday									Friday								
Saturday									Saturday								

I affirm that the information contained on this time sheet is true and accurate.  Employee/Date: _____		To the best of my knowledge this time record is a true and accurate statement of hours worked during this time period. I approve or recommend approval for all vacation days shown.  Supervisor/Date: _____ Principal/Date: _____
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<b>PAYROLL USE ONLY</b>			Pay from account _____ - 0113- 1202
<b>WEEK 1</b> Reg. Hrs. _____ @ \$ _____ 20 _____ = \$ _____	<b>WEEK 2</b> Reg. Hrs. _____ @ \$ _____ 20 _____ = \$ _____	<b>TOTAL GROSS PAY</b> <b>\$</b>	

This time sheet should be submitted at the end of each pay period.