

SAMPLE

Gadsden Independent Schools
Semi-Monthly Attendance Record
For the Period: January 1, 2007 through January 15, 2007

Timesheet Due:
1/16/2007

**Timesheets are to be filed in the Supervisor's office. All Overtime or other pay additions will be forwarded to the payroll dept.

Name: Test Test
Social Security #: (Last 4 digits only) 2222
Work Location: Gadsden High School

For SS# use only last 4 digits

Do Not Use at this time

Table with columns: Date, Scheduled Daily Hours, Morning (Begin, Quit), Afternoon (Begin, Quit), Evening (Begin, Quit), *Hours/Absent Code, Hours Worked. Rows include dates from Mon 1/1/2007 to Mon 1/15/2007 and a Total row.

Evening reflects Overtime

Hours reflect Overtime

Evening reflects regular schedule i.e. custodians

of Hrs/For Code use Legend Below

Total Hrs for Each Column

If comp time, fill out portion below:

Form with fields: Comp Time Balance at beginning of period, Comp Time Earned this period, Comp Time Used this period, Comp Time Balance at end of period.

Use only if you have Comp Time

Payroll Use Only form with fields: Regular Hours, Additional Hours.

Do Not Use, Only for Payroll

*Absent Codes: Legend table with codes: School Business (SB), Holiday (H), Annual (A), Sick (S), Personal (P), Comp Time Used (CTU), Jury Duty (JD), Overtime (OT), Other (O).

LEGEND

I hereby certify that the above information is true and correct in all respects:

Employee Signature: _____ Date: _____

Employee Signs

Supervisor Signature: _____ Date: _____

Supervisor Signs

**NOTE: Per Policy GDB, nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal or other authorized reasons. It is the employee's responsibility to record his or her time worked. The Supervisor for the department will review and approve the time record before submitting it for payroll processing. In the event of an error in reporting time, the employee must immediately report the error to the Supervisor. Timesheets are to be filed in the Supervisor's office. All Overtime and other pay additions will be forwarded to the payroll department.