

City of Salem Schools **Check if Mid-Month Request** ____ *

2010-2011 Time Sheet for All Non-Exempt Employees and Pay for Extra Duties

School or Work Location: SHS ___ ALMS ___ GWC ___ WS ___ SS ___ ES ___ Central ___ AIIMS ___ Other (describe) _____

If Mid-Month Request, please describe work performed: _____ *

Employee Name: _____ **Employee Number:** _____

Pay Period Dates (see back) From: ___/___/___ Through: ___/___/___

Regular # hours that you are scheduled to work each week: _____

Enter Actual Days and Hours Worked/Leave (For example, 8.0, 8.25, 8.5, 8.75---round to nearest quarter hour)

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total Hours Worked Per Week	Extra Hours at Straight Time	Overtime Hours at Time and One-Half
Week 1--- (Enter Dates in Shaded Areas and Hours by Day)										
# Hours Worked										
# Hours on Paid Leave								Notes:		
# Hours on Unpaid Leave										
Week 2--- Enter Dates in Shaded Areas										
# Hours Worked										
# Hours on Paid Leave								Notes:		
# Hours on Unpaid Leave										
Week 3--- Enter Dates in Shaded Areas										
# Hours Worked										
# Hours on Paid Leave								Notes:		
# Hours on Unpaid Leave										
Week 4--- Enter Dates in Shaded Areas										
# Hours Worked										
# Hours on Paid Leave								Notes:		
# Hours on Unpaid Leave										
Week 5--- Enter Dates in Shaded Areas										
# Hours Worked										
# Hours on Paid Leave								Notes:		
# Hours on Unpaid Leave										

Payroll Use Only

Total Hours _____ @ Hourly Rate \$ _____ = Total Pay \$ _____

Total Hours _____ @ Hourly Rate \$ _____ = Total Pay \$ _____

ACCOUNT NUMBER : _____

I hereby certify that this time sheet is a true, complete, and accurate accounting of my time actually worked.

Employee's Signature: _____ Date: _____

Immediate Supervisor's Signature: _____ Date: _____

TIME SHEET INSTRUCTIONS

- 1) Use one page for each payroll period.
- 2) Start with "Week 1" and enter actual dates and hours worked and on leave each day.
(Round to quarter hour--8 minutes or more, round up--7 minutes or less, round down)
- 3) All Overtime must be approved in advance.
Overtime is all hours in excess of 40 actual hours worked from 12:00 a.m. Sunday until 11:59 p.m. Saturday.
- 4) **Turn in your time sheet once a payroll period to your immediate supervisor (or school office).**

Payroll Periods for 2010-2011

<u>Begin Date</u>	through	<u>End Date</u>
6/18/2010	through	7/16/2010
7/19/2010	through	8/13/2010
8/16/2010	through	9/10/2010
9/13/2010	through	10/15/2010
10/18/2010	through	11/12/2010
11/15/2010	through	12/3/2010
12/6/2010	through	1/14/2011
1/17/2011	through	2/11/2011
2/14/2011	through	3/11/2011
3/14/2011	through	4/8/2011
4/11/2011	through	5/13/2011
5/16/2011	through	6/16/2011

TURN IN TIME SHEET TO SUPERVISOR ON
7/16/2010
8/13/2010
9/10/2010
10/15/2010
11/12/2010
12/3/2010
1/14/2011
2/11/2011
3/11/2011
4/8/2011
5/13/2011
6/16/2011

*** Exception: For mid-month pay, time sheets are still due to the Payroll Manager by the 10th of the month.**

- 5) New time sheet forms will be sent out each school year to all locations.
- 6) **The following employees are required to complete time sheets:**
 AIIMS Tutors, PASS Tutors, Parent Resource Coordinator, and Student Assistance Program Specialist
 Computer System Technicians, Programmer/Computer Support and Network Specialists
 Construction and Maintenance Coordinator, Courier, and Security Guards
 Custodians and Building Managers
 ELL Instructors and Homebound Instructors
 Food Service Staff and Managers
 Instructional Assistants, Instructional Specialists, and Driver Ed Instructor
 Media Clerks, Office Aides, Reprographics Aides, and Cafeteria Monitors
 Secretaries, Bookkeeper/Secretaries, Secretary/Clerk of Board, and Receptionist
 Summer Workers, Band Instructors, Choir Accompanist, and Coaches (non-teacher)
 Any non-teacher employee who works a 2nd hourly job in school system

***Teachers and other employees will also need to use this time sheet to be paid for extra work performed.

7) School office instructions:

If there are **extra** hours or **overtime** hours, enter them on the payroll entry screens.
File all time sheets and retain for **5 years**.

8) Central office instructions:

If there are **extra** hours or **overtime** hours, enter them on the payroll entry screens.
Payroll Manager will file and retain these time sheets for **5 years**.