

Employee # _____

**Independent School District No. 271
Community Education
• TIMESHEET •**

Name _____

Location _____

Department _____

Pay Period Ended _____, 20____

Program Name Position/Rate of Pay	HOURS PER DAYS																TOTAL	ACCOUNT CODE
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Rate: _____	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Rate: _____	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Rate: _____	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
TOTALS																		

	Annual Leave	Professional Leave	Personal Leave	Sick Leave	Without Pay	Holiday	Dates	Number of Hours/ Days
Check square for the of leave.								

Signature _____

Approval _____

INSTRUCTIONS

The payroll voucher is both a time card and a voucher. Each employee maintains and records his daily work record and verifies to its accuracy by signing in the space provided.

Monthly and Hourly Paid Employees

1. Payroll periods are bi-monthly; 1st through 15th and 16th through 31st each month.
2. Make daily entries in ink for each day worked at the end of the work shift.
 - a. Indicate the time work commences and ends each day.
 - b. Enter the number of hours worked.
 - c. Enter overtime hours, if worked, in the space provided.
 - d. Carefully check the total hours worked, both regular and overtime, for accuracy in computation.
 - e. Write legibly.
 - f. Report in the space provided all leave time used in the pay period by placing a check in the appropriate column, the date, and number of hours used.
 - (1) If leave time involves consecutive days of use, enter starting and ending days and total number of hours used.
 - g. Sign the payroll voucher on the last working day of each pay period and submit to your appropriate supervisor for approval.
 - (1) If the employee is absent on the day vouchers are to be submitted, the supervisor may sign for the employee. If absences are anticipated, the employee should sign in advance on the last day worked.

NOTE: Accuracy and legibility in completion of vouchers is very important. Falsification of payroll records is punishable by dismissal, fine and possible imprisonment.

Administrators and Supervisors

1. Administrators and supervisors on annual salaries are not subject to wage and hours laws either federal or state and are expected to work to meet the requirements of the position.
2. Administrators and supervisors need not maintain or record a daily entry of times and hours worked or overtime. Records of leave time must be recorded in the space provided.
3. Each payroll voucher is to be signed by the individual and approved, if required by department policy.
4. Please submit promptly to payroll on the last working day of each pay period.

Approval of Payroll Vouchers

1. All payroll vouchers must be approved by an administrator or supervisor except in the instance of certain administrators as provided in Regulation 4142a.
2. The appropriate administrator or supervisor should carefully check all employee entries for accuracy both in daily entries and totals, indicated. Do not accept vouchers completed in pencil.
3. Forward directly to payroll in a stapled jacket envelope following approval unless department procedure provides for additional approval.
4. **SUBMIT PROMPTLY TO AVOID DELAY.**