Medford Area Public School District

Timesheet

✴ DO NOT USE RED INK ✴

PAYROLL PERIOD:
Mo/Day/Yr: _____/_____/_____ - _____/_____/_____
(Beginning)   (Ending)

EMPLOYEE NAME (Please Print)

BUILDING LOCATION: ❑ MASH   ❑ MAMS   ❑ MAES   ❑ SES   ❑ DIST. OFFICE

JOB CATEGORY: ❑Assistant   ❑Cook   ❑Custodian   ❑Secretary   ❑Student   ❑Teacher   ❑Other_____

CIRCLE DATES WORKED		ACTUAL TIME WORKED				ACTUAL HOURS WORKED		PAID LEAVE		UNPAID LEAVE
		START	FINISH	START	FINISH	PAID	COMP	TIME USED	TYPE OF LEAVE	TIME TAKEN
6	21									
7	22									
8	23									
9	24									
10	25									
11	26									
12	27									
13	28									
14	29									
15	30									
16	31									
17	1									
18	2									
19	3									
20	4									
	5									
TOTAL HOURS							**		**	**
TOTAL PAID HOURS										

Date	Explanation

**Time in this column must be explained in the boxes at the left. Complete for LEAVE AND ADDITIONAL time worked.
TYPES OF LEAVE INDICATED ABOVE:
V = Vacation   **C = Comp**   **H = Holiday**
S = Sick (Reason @ left)   **P = Personal** (Reason @ left)
F = Funeral (List relationship @ left)
Unpaid Leave (Mark in Shaded Area Above & List Reasons @ left)

COMP TIME / VACATION TIME		
	COMP/HRS	VAC/DAYS
BALANCE FORWARD		
Earned This Period		
Used This Period		
CURRENT BALANCE		

OVERTIME COMPUTATION - FOR OFFICE USE ONLY				
WK END (Sunday)	TOTAL (Pd + Leave)	REGULAR (not over 40/wk)	ADD'L STRAIGHT	OT
Carryover Prior Timesheet Wk 3 _____				(Not included in total below)
Week 1				
Week 2				
Week 3				
Tmsht Total				

Employee's Signature	Date	Supervisor's Signature	Date

Timesheet (Revised 3/03)