FAIRFIELD PUBLIC SCHOOLS HOURLY TIMESHEET

All information must be PRINTED in INK and legible.

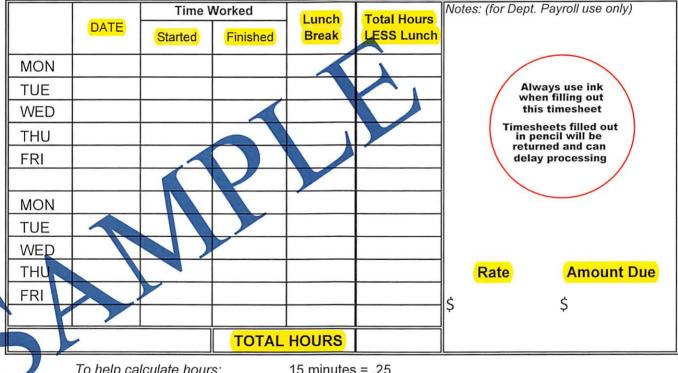
Failure to complete this form or to submit it by the deadline required, will delay the pay date.

SAMPLE

BI-WEEKLY PAYROLL TIMESHEET

ENTER YOUR NAME HERE EMPLOYEE ID# ID is found on your badge NAME (your ID can be found on your pay stub) (PRINT) **LOCATION WORK IS PERFORMED** XX-XXXX-XXX-XXX SCHOOL / DEPT ACCOUNT NUMBER (REQUIRED) Clerical, Tutoring, curriculum, detention, etc. WORK PERFORMED

(JOB BEING PERFORMED DURING THESE HOURS, NOT YOUR CONTRACTED POSITION TITLE)



To help calculate hours:

15 minutes = .25

30 minutes = .50

45 minutes = .75

Employee Signature

YOUR SIGNATURE HERE

DATE SIGNED

Administrator Name

PRINT ADMINISTRATOR NAME

(PRINT)

Administrator Signature

ADMINISTRATOR SIGNATURE

DATE SIGNED Date:

USE THIS FORM TO REPORT ANY HOURLY WORK OF ALL EMPLOYEES.

ORIGINAL SIGNATURES REQUIRED - SUBMIT ONLY THE ORIGINAL