

IRAAN-SHEFFIELD ISD WEEKLY TIME REPORT

NAME: \_\_\_\_\_

Emp ID#: \_\_\_\_\_

SATURDAY \_\_\_\_\_

IN	OUT	HRS	JOB
Total Hours Worked			
Leave Hours/Abs Code			

SUNDAY \_\_\_\_\_

IN	OUT	HRS	JOB
Total Hours Worked			
Leave Hours/Abs Code			

MONDAY \_\_\_\_\_

IN	OUT	HRS	JOB
Total Hours Worked			
Leave Hours/Abs Code			

TUESDAY \_\_\_\_\_

IN	OUT	HRS	JOB
Total Hours Worked			
Leave Hours/Abs Code			

WEDNESDAY \_\_\_\_\_

IN	OUT	HRS	JOB
Total Hours Worked			
Leave Hours/Abs Code			

THURSDAY \_\_\_\_\_

IN	OUT	HRS	JOB
Total Hours Worked			
Leave Hours/Abs Code			

FRIDAY \_\_\_\_\_

IN	OUT	HRS	JOB
Total Hours Worked			
Leave Hours/Abs Code			

ABSENCE CODES

P	Personal Leave
S	Sick Leave
SD	Staff Development
H	Holiday
C	Comp Time Off
V	Vacation
J	Jury Duty or Subpoena
F	Funeral

JOB CODES

AS	Admin Secretary
BD	Bus Driver
CF	Cafeteria
CS	Campus Secretary
CN	Custodian
IA	Instructional Aide
MT	Maintenance/Transportation

If your hours **worked** are over 40, do you want  comp time or  overtime?

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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BUSINESS OFFICE USE ONLY

JOB	HRS	RATE	PAY
TOTAL			

STRAIGHT TIME PAY \_\_\_\_\_  
OT PAY \_\_\_\_\_  
TOTAL PAY \_\_\_\_\_

COMP TIME  
BALANCE FORWARD \_\_\_\_\_  
EARNED (HRS X 1.5) \_\_\_\_\_  
USED \_\_\_\_\_  
ENDING BALANCE \_\_\_\_\_