

CLARKSVILLE-MONTGOMERY COUNTY SCHOOLS
TWO WEEK TIMESHEET - SUPPORT STAFF

ID NO.	=	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>
NAME	=	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>
LOCATION	=	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>
SUPERVISOR	=	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>
ASSIGNMENT	=	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>

PAYROLL NO.	=	03
PAYROLL BEGINNING	=	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
PAYROLL ENDING	=	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
HOURS IN DAY	=	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>

								WORK HOURS			LEAVE TAKEN HOURS				
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	REGULAR	ADDITIONAL	TOTAL	ANNUAL	PERSONAL	SICK	HOLIDAY	COMP
SUN															
MON															
TUE															
WED															
THU															
FRI															
SAT															
TOTALS															

								WORK HOURS			LEAVE TAKEN HOURS				
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	REGULAR	ADDITIONAL	TOTAL	ANNUAL	PERSONAL	SICK	HOLIDAY	COMP
SUN															
MON															
TUE															
WED															
THU															
FRI															
SAT															
TOTALS															

ALL HOURS WORKED MUST BE REPORTED

DEVIATIONS FROM YOUR ASSIGNED SCHEDULE MUST BE PRE-APPROVED BY YOUR SUPERVISOR AND SUPPORTING DOCUMENTATION ATTACHED (OVERTIME/COMP TIME AUTHORIZATION)

I CERTIFY THAT THE ABOVE TIMESHEET REFLECTS ALL HOURS WORKED FOR THE CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

FOR PAYROLL USE ONLY					
	ANNUAL	PERSONAL	SICK	HOLIDAY	COMP
Leave Totals	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>
	WEEK 1	WEEK 2	Period Total		
Hours Paid	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>		
Comp Time ST	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>		
Comp Time 1.5	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>		
Overtime ST	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>		
Overtime 1.5	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>	<div style="background-color: #cccccc; width: 40px; height: 20px;"></div>		