CLARKSVILLE-MONTGOMERY COUNTY SCHOOLS

					CLAIMS	VILLE IV	1011130	JIVILIKI .	COON	i Scrio	OLJ					
					TWO	WEEK	TIMESH	EET - TF	RANPOF	TATIO	٧					
ID NO.		=							PAYROLL NO.					= 03		
NAME			=							PAYROLL	BEGINNIN	G		=		
LOCATION		=					PAYROLL ENDING					=				
SUPERVISOR		=					HOURS IN DAY					=				
ASSIGNM	1ENT		=													
								WORK HOURS			LEAVE TAKEN HOURS					
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	REGULAR	ADDITIONAL	TOTAL	ANNUAL	PERSONAL	SICK	HOLIDAY	CON	
MON																
TUE																
WED																
THU																
FRI																
							TOTALS									
								WORK HOURS			LEAVE TAKEN HOURS					
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	REGULAR	ADDITIONAL	TOTAL	ANNUAL	PERSONAL	SICK	HOLIDAY	CON	
MON																
TUE																
WED																
THU																
FRI														1		

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)

REPORT ALL EXTRA RUN HOURS BELOW. DO NOT REPORT MORE THAN ONE TYPE OF RUN ON A LINE. IN THE COLUMN HEADED "TYPE OF RUN" INDICATE EITHER SUBSTUTUTE RUN, SPECIAL EDUCATION, ESOL, IN-SERVICE, KINDERGARTEN OR VOCATIONAL EDUCATION. DO NOT REPORT ANY "SPECIAL TRIP" RUNS ON THIS TIME SHEET.

TOTALS

DATE	IN	OUT	IN	OUT	TOTAL HOURS	TYPE OF RUN

This timesheet must personally be filled out and signed by the employee. No person is permitted to work additional or flex time without special authorization.

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

EMPLOYEE SIGNATURE	
LEAD DRIVER SIGNATURE	_
SUPERVISOR SIGNATURE	_

	FOR PA	YROLL US	E ONLY		
_	ANNUAL	PERSONAL	SICK	HOLIDAY	COMP
Leave Totals					
	WEEK 1	WEEK 2	Period Total		
Hours Paid					
Comp Time ST					
Comp Time 1.5					
Overtime ST					
Overtime 1.5					

NOTE: If the combination of regular hours, additional hours and trips in greater than 40, the payroll office will adjust rate accordingly.

PAY-F005 5/8/2006, Rev. C