

Time Sheet

Cumberland County Schools

School/Department: South Cumberland Elementary

Employee: EXAMPLE

Position: _____

Check Pay Period	
1st-15th	
16th-end of month	✓

DATE	IN	OUT	IN	OUT	REGULAR HOURS	PERSONAL LEAVE	SICK LEAVE	HOLIDAY	TOTAL
8/16	7:45	11:00	11:30	3:45	8				8
8/17	7:45	11:45			4		4		8
8/20		HOLIDAY			0			✓	0
8/21	7:45	11:00	11:30	3:45	8				8
8/22		SICK DAY			0		8		8
8/23	7:45	11:00	11:30	3:45	8				8
8/24	7:45	11:00	11:30	3:45	8				8
* 8/27	Snow	Day			0				8
8/28	10:00	3:45			5.75	SNOW	DELAY		8
8/29	7:45	11:00	11:30	3:45	8				8
8/30		PERSONAL	DAY		0	8			8
8/31		LWOP			0				0
TOTAL HOURS									80

Employee Signature

Date

Director's/Supervisor's/Principal's Signature

Date

* If all snow days have been used, employee should write "SNOW DAY" AND 0 HOURS. These hours will show on the time sheet when those days are made up.

Procedures for Time Sheets

If and individual is out of leave days, it is essential that their time sheet reflects leave without pay (LWOP). If and individual quits or in terminated, notify payroll and Central Office immediately.

Designate a file drawer for personnel (Maybe all alphabetized or separate support personnel from certified personnel, which ever is easiest for you.) Previous records should be archived.

Timesheets

Regular timesheets – Are due in the payroll office at the Court House the first workday after each pay day.

- * Collect all timesheets
- * Place in Place in alphabetical order (Remember the number trick in the top right hand corner?)
- * Make a copy and file in employee folder
- * Attach employee check-off sheet to front and send original to payroll department at the Court House. (Due the first workday after each payday.)

Timesheets for extra work paid through Federal Programs (etc, 21st Century, Safe Schools, LEAPS, RTTT, etc.) are due at the Federal Programs office at Central Office on the first workday of the month. This timesheet reflects days worked the previous month.

- * Collect all timesheets
- * Place in Place in alphabetical order (Remember the number trick in the top right hand corner?)
- * Make a copy and file in employee folder
- * Attach employee check-off sheet to front and send original to the Federal Programs at Central Office to process for payroll. Due the first workday of the month. This reflects days worked the previous month.)

The time sheet is a legal document and must be signed by the employee and supervisor. **Do not rubber stamp the time sheets.**