

School District of Rib Lake – Hourly Workers Time Card

(revised 7/25/11)

1. All hourly paid workers must submit this form to the district bookkeeper on the Monday following the end of each pay period. Payment will be made for that pay period on the Friday of that week for all time sheets received by Monday. If unusual circumstances prevent the employee from submitting this form by the Monday due date, it is the employee's responsibility to contact the district bookkeeper in regard to the situation.
2. Employees are to fill in all pertinent blank spaces on this form before submitting it to the bookkeeper. Employees are to note reasons for any days worked that are not 8 hour days. Employees are to note reason, time earned and time used for all comp time.
3. Signature and approval of the employee's supervisor is required if the employee worked over 40 hours in a week.

Name _____

Pay Period Beginning _____ (Sunday); Ending _____ (Saturday two weeks later)

DAY	MORNING		AFTERNOON		EVENING		TOTAL HOURS	SPECIAL NOTES/COMP TIME	
	IN	OUT	IN	OUT	IN	OUT			
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
TOTAL HOURS IN THE PAY PERIOD RECORDED TO THE NEAREST 1/4 HOUR =									

I certify that the above data accurately reflects my time worked in this pay period. _____ (signature)