**Name**:       **Building**: [ ]  CO [ ]  PI [ ]  VV [ ]  PV [ ]  HS [ ]  DO

**Employee** [ ]  **Substitute** [ ]  **Phone Number:**

**Payroll Period:** **[ ]  A – 9th through 23rd** **Month & Year**

**[ ]  B – 24th through 8th Month & Year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date | Start Time | Finish Time | Time Total | Reason for Working |
| ***P******A******Y******P******E******R******I******O******D******A*** | 9 |       |       |       |       |
| 10 |       |       |       |       |
| 11 |       |       |       |       |
| 12 |       |       |       |       |
| 13 |       |       |       |       |
| 14 |       |       |       |       |
| 15 |       |       |       |       |
| 16 |       |       |       |       |
| 17 |       |       |       |       |
| 18 |       |       |       |       |
| 19 |       |       |       |       |
| 20 |       |       |       |       |
| 21 |       |       |       |       |
| 22 |       |       |       |       |
| 23 |       |       |       |       |
| ***P******A******Y******P******E******R******I******O******D******B*** | 24 |       |       |       |       |
| 25 |       |       |       |       |
| 26 |       |       |       |       |
| 27 |       |       |       |       |
| 28 |       |       |       |       |
| 29 |       |       |       |       |
| 30 |       |       |       |       |
| 31 |       |       |       |       |
| 1 |       |       |       |       |
| 2 |       |       |       |       |
| 3 |       |       |       |       |
| 4 |       |       |       |       |
| 5 |       |       |       |       |
| 6 |       |       |       |       |
| 7 |       |       |       |       |
| 8 |       |       |       |       |
| ***Total Hours this Pay Period*** | 0 | To automatically calculate, highlight field, right click and choose "Update Field"Enter "0" for any blank box between entry dates |

Employee Signature Date

Supervisor Signature Date

|  |
| --- |
| ***PAYROLL USE ONLY*** |
| Hourly Rate | $ | Total Pay | $ | Code |  |
|  |  |  |  |  |  |