

**WACHUSETT REGIONAL SCHOOL DISTRICT
TIME REPORT**

SCHOOL: _____

EMPLOYEE ID: _____

NAME: _____

FUNDING
SOURCE _____

JOB TITLE: _____

WEEK 1	Time In	Time Out	Hours per day to be paid Do not include lunch			Reason for Other hours <i>Check appropriate box.</i>				
			Straight time hours	Over Time Hours Worked	Other Hours	Sick	Pers.	Vac.	Cust. In higher class	Night diff.
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Total Hours for Week										

WEEK 2	Time In	Time Out	Hours per day to be paid Do not include lunch			Reason for Other hours <i>Check appropriate box.</i>					
			Straight time hours	Over Time Hours Worked	Other Hours	Sick	Pers.	Vac.	Cust. In higher class	Night diff.	
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Total Hours for Week											
						Total Hrs. 2 Weeks					

Employee Signature

Supervisor

Approval
Principal

See directions on back, Principal will approve and submit Original Time Report to Payroll.

FILLING OUT REPORT

Enter information at the top of the page.

Enter the Friday date of the week being worked as Ending __/__/.

Enter requested information for time worked.

Employees with paid lunch periods will include time in hours worked.

Overtime hours-report hours worked, do not add premium hours for pay.

Other hours - Enter hours eligible for pay, Note reason in right column.

For absences not eligible for pay - enter 0 under Other Hours and Reason

SUBMISSION OF REPORT

Sign the report. Your signature certifies that the report is a correct and accurate reporting of your authorized and actual hours.

Submit report to Supervisor or school office no later than Friday morning.

If Friday or Monday is a holiday, submit on Thursday morning.

Submit on Wednesday morning if time period ends on Thanksgiving.

CORRECTIONS

If your time worked on the day form is submitted differs from what is reported, enter an adjustment with a note of explanation on the next report.