

TIME SHEET FOR PAYMENTS TO BOARD EMPLOYEES  
BY OUTSIDE ORGANIZATIONS/FACILITY FEE

(PINK PAPER)

SCHOOL \_\_\_\_\_ PAY PERIOD \_\_\_\_\_

ID # \_\_\_\_\_ NAME \_\_\_\_\_

GROUP RESPONSIBLE FOR PAYMENT: \_\_\_\_\_

ADDRESS \_\_\_\_\_

FIRST WEEK

DATE							
	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME IN							TOTAL PER WEEK
TIME OUT							
TIME IN							
TIME OUT							
TOTAL HRS PER DAY							

SECOND WEEK

DATE							
	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME IN							TOTAL PER WEEK
TIME OUT							
TIME IN							
TIME OUT							
TOTAL HRS PER DAY							

Approved for Payment

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

01-2140000-810-\_\_\_\_\_-00-0000-201203 - Certificated (Teachers, Principals, Lifeguards)

01-2140000-810-\_\_\_\_\_-00-0000-201204 - Non-Certificated (Custodian, Cafeteria, Secretaries)

01-2140000-810-\_\_\_\_\_-00-0000-201205 - (Overtime) Non-Certificated (Custodian, Cafeteria, Secretaries)

For Office Use Only (Refer to KG Use of School Facility Policy)

<b>Regular Rate</b>		
_____ x _____	=	_____
Hours/Days	Rate	Amount
<b>Overtime</b>		
_____ x _____	=	_____
Hours/Days	Rate	Amount