

## BARNSTABLE PUBLIC SCHOOLS TIME SHEET

• **\*Not adhering to the time sheet instructions will delay payment.\***

- Time sheets are to be used by those who work in addition to regular scheduled hours including afterschool programs, daycare, tutoring, job coaching, etc.
- At the end of the pay period employees should submit this time sheet to the Program Supervisor for processing.
- Hours taken as leave and school closures must also be included.
- For those being paid through a grant: *"I certify that I have been working solely in activities supported by the Federal Grant cost objective activity account # listed below, for the period indicated."* This statement is in compliance with Federal Time and Effort reporting requirements. Initial here: \_\_\_\_\_

NAME (Print): \_\_\_\_\_ EMPLOYEE# \_\_\_\_\_

NORMAL SCHEDULED HOURS (Amount): \_\_\_\_\_ POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*All forms must be submitted within the scheduled pay period. Refer to the payroll calendar on the school website. [www.barnstable.k12.ma.us/Employment/ Payroll Department/Payroll Calendars](http://www.barnstable.k12.ma.us/Employment/Payroll%20Department/Payroll%20Calendars)**

**Week 1 Pay Period:** \_\_\_\_\_

Pay Week is Friday thru Thursday	Dates of Service	Accruals Used i.e. sick/personal hours	Description of Additional Program Worked	Number of Additional Hours Worked	Hourly/ Daily Rate of Pay	
<b>FRI</b>						
<b>MON</b>						
<b>TUES</b>						
<b>WED</b>						
<b>THURS</b>						
Wkly Reg. Hrs. Total (less leave time) _____		Additional Hrs. Total _____		Total Wkly. _____		

**Week 2 Pay Period:** \_\_\_\_\_

<b>FRI</b>						
<b>MON</b>						
<b>TUES</b>						
<b>WED</b>						
<b>THURS</b>						
Wkly Reg. Hrs. Total (less leave time) _____		Additional Hrs. Total _____		Total Wkly. _____		

FOR OFFICE USE ONLY

**For Time Keeper:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Budget code to be charged: \_\_\_\_\_

**Signature of**

Approval: \_\_\_\_\_ Date: \_\_\_\_\_