

BEAVERTON RURAL SCHOOLS

2013-14 Timesheet

Payroll Date: _____

Employee Name: _____

Pay Period: _____ to _____

Building & Classification: _____

Hourly Rate: _____

DATE	TIME IN	LUNCH OR DINNER TIME	TIME OUT	TOTAL HRS WORKED	TOTAL HRS PAID	SUBBED EMPLOYEE or SPLIT ASSIGNMENTS	ABSENCE CODE
F							
S/S							
M							
T							
W							
TH							
F							
S/S							
M							
T							
W							
TH							
Total Hours							

Employee Signature

Administrator / Supervisor Signature

Absence Codes:

- S1: Sickness - Self
- S2: Sickness - Family
Relationship: _____
- P: Personal Leave
- V: Vacation
- M: Merit

- H: Holiday
- F: Family Death / Funeral
Relationship: _____
- SB: School Business / Conference
- U: Union Business
- D: Deduct

** : Other - Define: _____

Days Worked To Date: _____