



**FERN RIDGE SCHOOL DISTRICT 28J
CLASSIFIED EMPLOYEE TIME SHEET**

EMPLOYEE: _____

EMPLOYEE NUMBER: _____

PAY PERIOD: _____ TO _____
MONTH MONTH

YEAR: _____

BUILDING: _____

	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	TOTAL
SICK LEAVE																																
PERSONAL LEAVE																																
VACATION																																
BEREAVEMENT																																
JURY DUTY																																
DISTRICT APPROVED LEAVE																																
UNPAID LEAVE																																
TOTAL HOURS ABSENT																																
HOLIDAY																																
REGULAR HOURS																																
EXTRA HOURS																																
TOTAL ALL HOURS																																

REMARKS ON EXTRA HOURS: _____

BUDGET NUMBER: _____
 RATE PER HOUR: _____

SIGNED: _____
 EMPLOYEE DATE

SIGNED: _____
 SUPERVISOR DATE

The information recorded above must be entered accurately. Any employee giving false information will be subject to disciplinary action which may lead to dismissal.
Hours worked beyond contracted hours must be recorded on the "EXTRA HOURS" line, and the reason must be given under the "REMARKS" section.
 * Note timesheet due dates on the back of this form. Should any information reach Payroll after the dates listed, changes and/or edits will be reflected in the following month.

**FERN RIDGE SCHOOL DISTRICT 28J
TIME SHEET DUE DATES**

FY 2017-2018

Time Sheet Due	Payday
July 10, 2017	July 20, 2017
August 9, 2017	August 18, 2017
September 8, 2017	September 20, 2017
October 10, 2017	October 20, 2017
November 9, 2017	November 20, 2017
December 8, 2017	December 19, 2017
January 9, 2018	January 19, 2018
February 9, 2018	February 20, 2018
March 8, 2018	March 20, 2018
April 10, 2018	April 20, 2018
May 8, 2018	May 18, 2018
June 7, 2018	June 15, 2018

Time sheets for the period May 7th - June 6th are due on June 7th.

Final time sheets for the period June 7th - June 30th are due on June 22nd or after the last day worked, whichever is earlier.