School District of Lodi
Timesheet

Employee Name: _____   Month: _____

School/Location: _____   Period Ended (circle):   15 / 30

1. Number of hours should be reported in fractions to the closest quarter-hour (examples: 5.25 / 5.5 / 5.75)
2. Time should be filled in daily and reviewed before submitting.
3. Original timesheet, signed and dated, should be submitted to supervisor for approval & signature.
4. Supervisors will sign & submit to the Business Office.

Date Worked (circle date)		Time work began	Time work ended	Lunch/ break taken	Total number of hours worked	Sub Hours (non-contract) (specify!)	Absence Manage-ment Submitted	REQUIRED: *Give Reason for Overtime * Indicate who subbed for *Indicate reason for variance in hours	Sick Leave Hours	PTO Hours	Vacation Leave Hours	Holiday Hours	School Business Hrs
1	16												
2	17												
3	18												
4	19												
5	20												
6	21												
7	22												
8	23												
9	24												
10	25												
11	26												
12	27												
13	28												
14	29												
15	30												
	31												

TOTAL HOURS:		*Total Hours should equal regular hrs plus overtime hrs.
REGULAR HRS:		
OVERTIME HRS:		*overtime hours equals any time over 40 hours per week.

_____   _____
Employee's Signature   Supervisor's Approval

_____
Date Submitted