ROGERS PUBLIC SCHOOLS

TIMESHEET

One of the following boxes must be checked:
☐ Non Rogers Public School Employee
☐ Certified Rogers Public School Employee
☐ Classified Employee
If Classified, fill out the following information:

Position(s) _____

Location(s) _____

Total hours worked per week: _____

Classified employees may not work more than 40 hours in any given week and are responsible for ensuring they do not do overtime.

Name _____ SSN _____

Address _____

_____

School _____ Month _____

Phone Number (_____)_____

Date	Time In	Time Out	Total	Time In	Time Out	Total	Overtime		
							Time In	Time Out	Total
1									
2									
3									
4									
5									
6									
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									
Total									

Hourly Rate _____ Total Hours _____ Total Overtime Hours _____

Duty Performed _____

I certify that the above is correct and have worked 100% of my time under a single cost objective – Title III, ELL

_____ _____

Employee Signature Supervisor Signature

Job Class _____ Pay Code _____ Budget Unit _____

***Note:** Payroll cut-off is the last working day of each month, all time over 40 hours a week is overtime.
Not filling out this form completely may delay payment.

Revised: 09/11/2018