# DEFOREST AREA SCHOOL DISTRICT

## Payroll Timesheet Record

1. Number of hours should be reported in fractions to the closest quarter-hour (ie. 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 sent to the Business Office no later than the published payroll due date deadline.

**Pay Period/Time Covered:** _____

**Employee Name:** _____

**School/Location:** _____ **Position Title:** _____

| Actual Hours Worked - Letter of Assignment | | | | | | | | Overtime or Extra Hours - outside Letter of Assignment | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Date | From | To | From | To | # of Hours | Absence Code | | Reason | From | To | # of Hours |
| | | | | | | | | | | | |
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