

PAYROLL SHEET

CROOKSTON PUBLIC SCHOOLS

NAME: _____ EMP. NO. _____ POSITION: _____
(LAST) (FIRST)

MONTH: _____ YEAR: _____ PAY PERIOD: 1-15 16-30/31

Circle applicable dates and record the "in" and "out" time to the nearest quarter hour. **Time is exclusive of lunch.** Use one payroll sheet for each pay period (pay periods are the 1st-15th and 16th-30th/31st). If you are eligible for paid sick leave, vacation, etc., an absent report must also be completed. Submit the completed payroll sheet with any corresponding absent report(s) to your principal/supervisor on the 15th and 30th/31st of each month.

Date (Circle)	In	Out	In	Out	District employees: Indicate the reason for overtime pay. Substitute employees: Indicate who you substituted for.	Regular Hours	Over- time Hours	Double- time Hours	Rtmt Hours (District Office Use Only)
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									

Employee Signature

Date

Principal/Supervisor/Staff Dev. Chairperson Signature

Date

Budget Code

District Office Use Only			
Regular	Overtime	Doubletime	
Rate	Rate	Rate	
Pay	Pay	Pay	