HARNEY COUNTY SCHOOL DISTRICT #3
EMPLOYEE TIMESHEET

Timesheets are to be turned in by the 5th of each month
Payday is the 21st or the last working day prior if the 21st falls on a weekend

Employee Name:							**Pay Period Ending:**	
Mo	**Day**	**Regular HOURS**	**Leave HOURS**	**Leave CODE**	**Hours in building** FROM	TO	**Position: Building:**	**Comments**
	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							
	1							
	2							
	3							
	4							
	5							
TOTALS								

(Please report hours worked in increments of 15 minutes, i.e. **.25**, **.5**, **.75** or whole hours.)

SL=SICK LEAVE PE=PERSONAL LEAVE H=HOLIDAY
D=DOCK O=OTHER BE=BEREAVEMENT PL=PROFESSIONAL J=JURY DUTY

Payroll Use Only

Acct#

Acct #

Employees Signature

Supervisors Signature