

City of Salem Schools
2024-2025 Time Sheet for All Non-Exempt Employees and Pay for Extra Duties

Name: _____ **Employee ID #:** _____

Location: SHS ALMS East GW Carver South West
 AIIMS Central REWIP Coaching Other

Job Duty (required): _____ **Authorized By:** _____

Pay Period: ____/____/____ - ____/____/____ (see back for list)

Enter Actual Days and Hours Worked/Leave (For example, 8.0, 8.25, 8.5, 8.75---round to nearest quarter hour)

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked
Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked
Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked
Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked
Week 5	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Time In								
Time Out								
Less Break (if applicable)								
Total Hours								Total Weekly Hours Worked

PAYROLL USE ONLY

Total Hours _____ @ Hourly Rate _____ = Total Pay \$ _____ FICA \$ _____ Pay Code _____

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I hereby certify that this time sheet is a true, complete, and accurate accounting of my time actually worked.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

TIME SHEET INSTRUCTIONS

- 1) Use one page for each payroll period.
- 2) Start with "Week 1" and enter actual dates, in and out time, and hours worked each day.
(Round to quarter hour--8 minutes or more, round up--7 minutes or less, round down)
- 3) **All Overtime must be approved in advance.**
Overtime is all hours in excess of 40 actual hours worked from 12:00 a.m. Sunday until 11:59 p.m. Saturday.
- 4) Turn in your time sheet once a payroll period to your immediate supervisor (or school office).

**Payroll Periods for 2024-2025

<u>Begin Date</u>		<u>End Date</u>	<u>Date Timesheets are due to</u>
			<u>Supervisor</u>
6/9/2024	through	7/6/2024	7/8/2024
7/7/2024	through	8/3/2024	8/5/2024
8/4/2024	through	9/7/2024	9/9/2024
9/8/2024	through	10/5/2024	10/7/2024
10/6/2024	through	11/9/2024	11/11/2024
11/10/2024	through	12/7/2024	12/9/2024
12/8/2024	through	1/11/2025	1/13/2025
1/12/2025	through	2/8/2025	2/10/2025
2/9/2025	through	3/8/2025	3/10/2025
3/9/2025	through	4/12/2025	4/14/2025
4/13/2025	through	5/10/2025	5/12/2025
5/11/2025	through	6/7/2025	6/9/2025

****Payroll period dates are subject to change.**

- 5) **The following employees are required to complete time sheets:**
 - ELL Instructors and Homebound Instructors
 - Summer Workers, Band Instructors, Choir Accompanist, and Coaches (non-teacher)
 - Substitutes as applicable
 - REWIP
 - Any non-teacher employee who works a 2nd hourly job within the school system
 - Teachers and other employees who work extra jobs within the school system
- 6) **School Office Instructions:** File all time sheets and retain for 5 years.
- 7) **Central Office Instructions:** All time sheets will be filed and retained for 5 years within the Payroll Office.