

City of Salem Schools
2025-2026 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 2025-2026

| <u>Begin Date</u> | | <u>End Date</u> | <u>Date Timesheets are due to</u> <u>Supervisor</u> |
|-------------------|---------|-----------------|--|
| 6/8/2025 | through | 7/12/2025 | 7/14/2025 |
| 7/13/2025 | through | 8/9/2025 | 8/11/2025 |
| 8/10/2025 | through | 9/6/2025 | 9/8/2025 |
| 9/7/2025 | through | 10/11/2025 | 10/13/2025 |
| 10/12/2025 | through | 11/8/2025 | 11/10/2025 |
| 11/9/2025 | through | 12/6/2025 | 12/8/2025 |
| 12/7/2025 | through | 1/10/2026 | 1/12/2026 |
| 1/11/2026 | through | 2/14/2026 | 2/16/2026 |
| 2/15/2026 | through | 3/14/2026 | 3/16/2026 |
| 3/15/2026 | through | 4/11/2026 | 4/13/2026 |
| 4/12/2026 | through | 5/9/2026 | 5/11/2026 |
| 5/10/2026 | through | 6/13/2026 | 6/15/2026 |

*****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.