

City of Salem Schools
2023-2024 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 _____

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

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 2023-2024

<u>Begin Date</u>		<u>End Date</u>	<u>Date Timesheets are due to</u>
			<u>Supervisor</u>
6/11/2023	through	7/8/2023	7/10/2023
7/9/2023	through	8/12/2023	8/14/2023
8/13/2023	through	9/9/2023	9/11/2023
9/10/2023	through	10/14/2023	10/16/2023
10/15/2023	through	11/11/2023	11/13/2023
11/12/2023	through	12/2/2023	12/4/2023
12/3/2023	through	1/6/2024	1/8/2024
1/7/2024	through	2/10/2024	2/12/2024
2/11/2024	through	3/9/2024	3/11/2024
3/10/2024	through	4/13/2024	4/15/2024
4/14/2024	through	5/11/2024	5/13/2024
5/12/2024	through	6/8/2024	6/10/2024

****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.