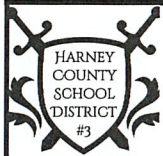


Sample w/errors



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:		Type Name		Pay Period Ending:		NOVEMBER 5TH 2026	
Mo	Dv	Regular HOURS	Leave HOURS	Leave CODE	Hours in building FROM TO		TOTAL HOURS
							Comments
10	6	8.00			7:30	4.00	8.00
	7	6.00	2.00	SL	7:30-2		8.00
	8	8.00			7:30	4.00	8.00
	9						0.00
S	10						0.00
S	11						0.00
	12	8.00			7:30	4.00	8.00
	13	8.00			7:30	4.00	8.00
	14	8.00			7:30	4.00	8.00
	15	8.00	8.00	PE			16.00
	16						0.00
S	17						0.00
S	18						0.00
	19	8.00			7:30	4.00	8.00
	20	8.00			7:30	4.00	8.00
	21	8.00			7:30	4.00	8.00
	22	8.00			7:30	4.00	8.00
	23						0.00
S	24						0.00
S	25						0.00
	26	8.00			7:30	4.00	8.00
	27	8.00			7:30	4.00	8.00
	28	8.00			7:30	4.00	8.00
	29	8.00			7:30	4.00	8.00
	30						0.00
S	31						0.00
S 11	1						0.00
	2		8.00	SL			8.00
	3	8.00			7:30	4.00	8.00
	4	8.00			7:30	4.00	8.00
	5	8.00			7:30	4.00	8.00
							0.00
TOTALS		142.00	18.00				160.00

(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

Sign Name (virtually is fine) and print timesheet

Payroll Use Only

Employees Signature

Acct#

Supervisors Signature

Acct #

Sample



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:		Type Name			Pay Period Ending:		NOVEMBER 5TH 2026	
Mo	Dv	Regular HOURS	Leave HOURS	Leave CODE	Hours in building FROM TO		TOTAL HOURS	Comments
10	6	8.00			7:30	4.00	8.00	
	7	6.00	2.00	SL	7:30	2:00	8.00	Left Sick
	8	8.00			7:30	4.00	8.00	
	9						0.00	
S	10						0.00	
S	11						0.00	
	12	8.00			7:30	4.00	8.00	
	13	8.00			7:30	4.00	8.00	
	14	8.00			7:30	4.00	8.00	
	15		8.00	PE			8.00	Personal Leave
	16						0.00	
S	17						0.00	
S	18						0.00	
	19	8.00			7:30	4.00	8.00	
	20	8.00			7:30	4.00	8.00	
	21	8.00			7:30	4.00	8.00	
	22	8.00			7:30	4.00	8.00	
	23						0.00	
S	24						0.00	
S	25						0.00	
	26	8.00			7:30	4.00	8.00	
	27	8.00			7:30	4.00	8.00	
	28	8.00			7:30	4.00	8.00	
	29	8.00			7:30	4.00	8.00	
	30						0.00	
S	31						0.00	
S 11	1						0.00	
	2		8.00	SL			8.00	Sick Leave
	3	8.00			7:30	4.00	8.00	
	4	8.00			7:30	4.00	8.00	
	5	8.00			7:30	4.00	8.00	
							0.00	
TOTALS		134.00	18.00				152.00	

(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

Sign Name (virtually is fine) and print timesheet

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Employees Signature

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