

City of Salem Schools
2026-2027 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 2026-2027

<u>Begin Date</u>		<u>End Date</u>	<u>Date Timesheets are due to</u>
			<u>Supervisor</u>
6/14/2026	through	7/11/2026	7/14/2026
7/12/2026	through	8/8/2026	8/11/2026
8/9/2026	through	9/5/2026	9/8/2026
9/6/2026	through	10/10/2026	10/13/2026
10/11/206	through	11/7/2026	11/10/2026
11/8/2026	through	12/5/2026	12/8/2026
12/6/2026	through	1/9/2027	1/12/2027
1/10/2027	through	2/13/2027	2/16/2027
2/14/2027	through	3/13/2027	3/16/2027
3/14/2027	through	4/10/2027	4/13/2027
4/11/2027	through	5/8/2027	5/11/2027
5/9/2027	through	6/12/2027	6/15/2027

****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.