

OWOSSO PUBLIC SCHOOLS BI-WEEKLY TIME RECORD

Name _____

Primary Building _____

Position _____

Payroll End Date _____

	DATE	Start Time	End Time	Start Time	End Time	Total Hours	Description of Work
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Subtotal for Week 1

	DATE	Start Time	End Time	Start Time	End Time	Total Hours	Description of Work
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Subtotal for Week 2

Total Hours Worked This Pay Period

Pay periods terminate at 12:00 midnight every other Friday. This report must be received in the Superintendent's Office by 12:00 noon on the Monday following the end of the pay period to ensure processing for payroll. Any adjustments or changes after 12:00 noon on Monday will be processed on the next payroll.

Employee's Signature Date

Supervisor's Signature Date

Payroll Department Only		Verified by:
Rate _____	Reg Hrs _____	
Rate _____	Reg Hrs _____	
Rate _____	Reg Hrs _____	
OT Rate _____	OT Hrs _____	
Gross Pay _____		