SEQUIM SCHOOL DISTRICT 323 TIMESHEET

Additional Hrs OT Hrs Description of Work/Subbed for who with reason for leave 1	Month of	f				
2		Additional Hrs	OT Hrs	De	escription of Work/Subbed for	or who with reason for leave
3	1					
4 5 6 7 7 8 9 9 9 9 9 9 9 9 9	2					
5 6 7 7 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	3					
6	4					
7	5					
8	6					
9	7					
10	8					
11	9					
12	10					
13	11					
14	12					
15	13					
16	14					
17	15					
18	16					
19	17					
20	18					
21	19					
22	20					
23	21					
24	22					
25	23					
26	24					
27 28 29 30 31 TAL HRS Business Office Use Only onth Hours Rate OT Factor Sub Total = = = = = = = = = = = = = = = = = = =	25					
28 29 30 31 TAL HRS	26					
29 30 31 TAL HRS	27					
Account Code onth Hours Rate OT Factor Sub Total	28					
AL HRS Account Code onth Hours Rate OT Factor Sub Total =	29					
Business Office Use Only Account Code onth Hours Rate OT Factor Sub Total	30					
Business Office Use Only onth Hours Rate OT Factor Sub Total	31					
onth Hours Rate OT Factor Sub Total = = = = = = = = =	ΓAL HR:	s				
						Account Code
	onth	Hours	Rate C	OT Factor	Sub Total	
					=	
					=	
					=	
					=	
					=	
Employee's Signature Date					Employoo's Signature	Data

Please Print:

Employee's Name

Supervisor's Signature

Date

SEQUIM SCHOOL DISTRICT 323

Conversion Table from Minutes to Decimals

MINUTES DECIMALS MINUTES DECIMALS

			0
5	0.08	35	0.58
10	0.17	40	0.67
15	0.25	45	0.75
20	0.33	50	0.83
25	0.42	55	0.92
30	0.50	60	1.00