

SEQUIM SCHOOL DISTRICT 323

TIMESHEET

| Month of |                |        |                                                          |
|----------|----------------|--------|----------------------------------------------------------|
|          | Additional Hrs | OT Hrs | Description of Work/Subbed for who with reason for leave |
| 1        |                |        |                                                          |
| 2        |                |        |                                                          |
| 3        |                |        |                                                          |
| 4        |                |        |                                                          |
| 5        |                |        |                                                          |
| 6        |                |        |                                                          |
| 7        |                |        |                                                          |
| 8        |                |        |                                                          |
| 9        |                |        |                                                          |
| 10       |                |        |                                                          |
| 11       |                |        |                                                          |
| 12       |                |        |                                                          |
| 13       |                |        |                                                          |
| 14       |                |        |                                                          |
| 15       |                |        |                                                          |
| 16       |                |        |                                                          |
| 17       |                |        |                                                          |
| 18       |                |        |                                                          |
| 19       |                |        |                                                          |
| 20       |                |        |                                                          |
| 21       |                |        |                                                          |
| 22       |                |        |                                                          |
| 23       |                |        |                                                          |
| 24       |                |        |                                                          |
| 25       |                |        |                                                          |
| 26       |                |        |                                                          |
| 27       |                |        |                                                          |
| 28       |                |        |                                                          |
| 29       |                |        |                                                          |
| 30       |                |        |                                                          |
| 31       |                |        |                                                          |

TOTAL HRS \_\_\_\_\_

| <i>For Business Office Use Only</i> |       |       |           |           |
|-------------------------------------|-------|-------|-----------|-----------|
| Month                               | Hours | Rate  | OT Factor | Sub Total |
| _____                               | _____ | _____ | _____     | = _____   |
| _____                               | _____ | _____ | _____     | = _____   |
| _____                               | _____ | _____ | _____     | = _____   |
| _____                               | _____ | _____ | _____     | = _____   |
| _____                               | _____ | _____ | _____     | = _____   |

| Account Code |
|--------------|
| _____        |
| _____        |
| _____        |
| _____        |

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Please Print: Employee's Name

**Conversion Table from Minutes to Decimals**

| MINUTES | DECIMALS    | MINUTES | DECIMALS    |
|---------|-------------|---------|-------------|
| 5       | <b>0.08</b> | 35      | <b>0.58</b> |
| 10      | <b>0.17</b> | 40      | <b>0.67</b> |
| 15      | <b>0.25</b> | 45      | <b>0.75</b> |
| 20      | <b>0.33</b> | 50      | <b>0.83</b> |
| 25      | <b>0.42</b> | 55      | <b>0.92</b> |
| 30      | <b>0.50</b> | 60      | <b>1.00</b> |