

# Parkview School District Time Sheet

Orfordville, Wisconsin

Employee: \_\_\_\_\_

Pay period start date:      /      /

Pay period end date:      /      /

		MM	DD	YY										MM	DD	YY
Day	Date	MM/DD	Start Time	Meal Period	End Time	Comp Time Used	Sick Emergency Personal	Holiday Vacation	Other Professional Field Trip	Daily Total	Overtime Double- Time	Comp Time Earned	Dock Time			
WEEK 1	Monday	11/01/10	7:45 AM	30	3:00 PM					6.75						
	Tuesday	11/02/10														
	Wednesday	11/03/10														
	Thursday	11/04/10														
	Friday	11/05/10														
	Saturday															
	Sunday															
WEEK 2	Monday	11/08/10														
	Tuesday	11/09/10														
	Wednesday	11/10/10														
	Thursday	11/11/10														
	Friday	11/12/10														
	Saturday															
	Sunday															
						<b>Grand Total</b>				<b>6.75</b>						

OT-Overtime  
 PT-Personal Time  
 VT-Vacation Time  
 P/S/F-Other Time (professional, substituting, field trips, etc.)

DT-Double-Time  
 S/E - Sick/Emergency Time  
 HT-Holiday Time

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE - FOR PAYROLL OFFICE USE ONLY

Payroll Date \_\_\_\_\_

Account Number \_\_\_\_\_