

SOUTHERN LOCAL SCHOOL DISTRICT

OAPSE EMPLOYEES TIME SHEET

Pay period start date: _____

Pay period end date: _____

Employee: _____

Day	Date	Time In	Lunch In/Out	Time Out	Total Reg. Hrs	EXTRA HOURS	Sick	Vacation (V), Personal Leave (PL)	Comp Time Accumulated or Used	Total Hours
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
TOTAL HOURS										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
TOTAL HOURS										
TOTAL HOURS FOR PAYPERIOD										

Comp Time: when used show as a minus (-)
 Comp Time: when earned, show as a plus (+)
 Note: Comp time not earned until over 40 hours per week

FOR OFFICE USE ONLY

HOURS	X	RATE	=	TOTAL
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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____