

Lincoln County School District #2

Time Sheet

Name: Holli Scherbel

Month: August 2020 Tutoring

Monthly Total:	14.0
Leave Time Used:	
Vacation Time Used:	
Differential Pay:	
Over-time Worked:	
Extra Time Worked:	
Total Hours Worked	14.0

Comp Time Summary:	
Balance carried from last month:	
Less any comp time used this month:	-
SUBTOTAL:	
Add any approved comp time from this month:	
Total Comp Time:	
Supervisor Initial:	

*REASONS: Leave Time, Vacation, Holiday, Over Time, Comp Time

WORK WEEK: The work week begins Friday at 12:00 a.m. and ends Thursday at 11:59 p.m. Over 40 hours a work week will be paid at time and a half rate for work APPROVED IN ADVANCE OR AN EMERGENCY. Cut off date is the end of the month. PAY DAY IS THE 5TH AND 20TH OF EACH MONTH. Time Sheets are due on the 1st of each month.

DAY	DATE	IN	OUT	IN	OUT	TOTAL	*REASON	DAY	DATE	IN	OUT	IN	OUT	TOTAL	*REASON
FRI								FRI	8/21						
SAT	8/1							SAT	8/22						
SUN	8/2							SUN	8/23						
MON	8/3	7:00	9:00	3:00	4:30	3.0	3.0	MON	8/24						
TUE	8/4	7:30	9:00	3:00	4:30	3.0	3.0	TUE	8/25						
WED	8/5	7:30	9:00	10:00	10:30	2.0	2.0	WED	8/26						
THUR	8/6							THUR	8/27						

WEEKLY TOTAL 5.0

WEEKLY TOTAL

FRI	8/7	8:30	9:15	10:00	10:30	1.25	
SAT	8/8						
SUN	8/9						
MON	8/10	9:00	9:45			.75	
TUE	8/11	7:30	8:15	3:00	4:30	2.25	
WED	8/12	7:30	9:00	10:00	10:30	2.0	
THUR	8/13	9:00	10:15	3:00	4:30	2.75	

WEEKLY TOTAL

9.0

WEEKLY TOTAL

FRI	8/14						
SAT	8/15						
SUN	8/16						
MON	8/17						
TUE	8/18						
WED	8/19						
THUR	8/20						

WEEKLY TOTAL

I certify that under penalty of perjury, that this time sheet and the hours of work included therein are true and correct and just in all respects, and that payment for the hours reflected therein has not been made and that I am entitled to payment for said services.

Employee Signature:

Holli Scherbel

Supervisor Signature: