

Sheridan School District 48J

2023-2024 Time Sheet

Employee Name – Print

Payroll Period

Employee's Signature

Date

School or Program

Job Title or Assignment

DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)
Sat							
Sun							
M							
Tu							
W							
Th							
F							
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Sun							
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F							
Sat							
Sun							
M							
Tu							
W							
Th							
F							
TOTAL HOURS							

Time Sheet Schedule		
Cut-off Date	Due to DO	Pay Date
Jul 14	Jul 18	Jul 25
Aug 15	Aug 17	Aug 25
Sep 15	Sep 18	Sep 25
Oct 13	Oct 18	Oct 25
Nov 15	Nov 16	Nov 22
Dec 15	Dec 18	Dec 22
Jan 15	Jan 18	Jan 25
Feb 15	Feb 19	Feb 23
Mar 15	Mar 18	Mar 22
Apr 15	Apr 18	Apr 25
May 15	May 17	May 24
Jun 14	Jun 18	Jun 25
Summer Checks		
July		Jul 25
August		Aug 25

Leave Codes:

AP = Approved Leave
 BR = Bereavement
 CM = Comp Time Leave
 EM = Emergency Leave
 EX = Extreme Family Illness Leave
 FL = OFLA/FMLA/PLO
 FT = Field Trip
 FX = Flex Time
 H = Paid Holiday
 JD = Jury Duty
 MU = Leave Without Pay
 NC = Non-Contract Leave
 PL = Personal Leave
 PR = Professional Leave
 SC = School Closure
 SL = Sick Leave
 VC = Vacation

NOTES:

SUPERVISOR:

Supervisor's Signature of Approval

Date