

LONDON CITY SCHOOL DISTRICT TIME SHEET

Paydays are the 5th and 20th of each month. Timesheets for work between the dates of the 6th and the 20th must be submitted to the Treasurer's Office by the 21st of each month. These hours/days will be paid on the check issued on the 5th of each month. Timesheets for work between the dates of the 21st and the 5th must be submitted to the Treasurer's Office by the 6th of each month. These hours/days will be paid on the check issued on the 20th of each month. Timesheets should be turned in to the building secretary/supervisor to be submitted with all payroll documents for each pay period. All timesheets submitted after the deadlines indicated will be processed and paid on the next payday.

Employee's name: _____

Address: _____

Dept or Bldg: _____

DATE	TYPE OF WORK	HOURS WORKED		TOTAL
		START	END	

Total Hours _____
Rate Per Hour _____
Total Wage Due _____

Date _____ Employee Signature _____

Date _____ Supervisor Signature _____