

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 noon the 25th 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 noon the 10th 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