

INTERLOCAL #613 TIMESHEET

EMPLOYEE NAME _____ POSITION # _____

DAILY HRS APPROVED _____ BLDG HRS _____

MONTH OF:

DATE	DAILY TOTAL	REASON FOR ABSENCE/ADD'T TIME	
			SL - Sick Leave
		WEEKLY TOTAL	FL - Funeral Leave
			JD - Jury Duty
			NS - No School
		WEEKLY TOTAL	V - Vacation
			UPL - Unpaid
			Leave (must
			have permission)
		WEEKLY TOTAL	
			Payroll Use Only:
			Sick Hrs _____
			Vac Hrs _____
		WEEKLY TOTAL	
			UPL Hrs _____
			Funeral _____
			Regular Hrs _____
		WEEKLY TOTAL	
TOTAL HOURS		PLEASE SUBMIT YOUR TIMESHEET NOW!	Total Hrs _____

I certify that the above record of time and leave is correct.

Signature of Para Educator

Signature of Supervising Teacher

Signature of Bldg Administrator

SKACD 613

PAYROLL CUT-OFF DATES FOR 200812009

June 29,2008 - July 26,2008	Paid on August 25, 2008
July 27, 2008 - August 30, 2008	Paid on September 25, 2008
August 31, 2008 - September 27, 2008	Paid on October 24, 2008
September 28,2008 – October 25,2008	Paid on November 25, 2008
October 26, 2008 – November 29,2008	Paid on December 19, 2008
November 30,2008 – December 27,2008	Paid on January 23,2009
December 28, 2008 – January 31, 2009	Paid on February 25, 2009
February 1, 2009 – February 28, 2009	Paid on March 25, 2009
March 1, 2009 – March 28, 2009	Paid on April 24, 2009
March 29,2009 – April 25,2009	Paid on May 22,2009
April 26,2009 – May 30,2009	Paid on June 25, 2009
May 31,2009 – June 27,2009	Paid on July 24,2009

All payroll information (including timesheets) must be received in the Payroll Department within 5 working days after the cut-off date. Any payroll information received after these 5 days will not be processed until the next pay period.

Indicate **SL**, FL, JD, NS, V or UPL on the date that it applies.

Any SL, V, FL that is written in on your timecard will be charged to you if the time is available.

Snow days (if your district has early dismissal, late start or entire day) should be shown as regular time. Do not write "Snow Day" on timesheet. SKACD 613 will track information from television cancellations each day.