

TEACHER TIMESHEET

OAK CREEK-FRANKLIN JOINT SCHOOL DISTRICT

EMPLOYEE'S NAME *(Please Print Full Name)*

EMPLOYEE'S SIGNATURE

SCHOOL

PLEASE RECORD ACTUAL HOURS AND TOTAL TIME WORKED THAT IS NOT PART OF THE REGULARLY SCHEDULED TEACHER WORK DAY. Complete a separate time sheet for different rates of pay (example \$13.70 vs. \$22.00 rate) and a separate time sheet when doing work requiring a different administrator's signature for approval. Incomplete time sheets will not be processed and will delay payment.

Day	Date	Hours Worked (Ex. 3:45-5:00)	Total Hours (Ex. 1 ¼)	Explanation (e.g. Staff Development, Curriculum Work, Supervision, Mentoring, etc.)
SUN.				
MON.				
TUES.				
WED.				
THURS.				
FRI.				
SAT.				
SUN.				
MON.				
TUES.				
WED.				
THURS.				
FRI.				
SAT.				
TOTAL HOURS				

ACCOUNT NUMBER _____ SIGNATURE _____
 (Must be signed by Administrator responsible for funding payment)

_____ x _____ = _____
Hours Rate