



# La Vernia

## Independent School District

### Weekly Timesheet

Timesheets are due to the **Payroll Office** by the Tuesday after the end of the pay period for Semi-Monthly payroll and by the 10<sup>th</sup> of every Month for the Monthly payroll. Any forms received after these dates will go on the following payroll.

<input type="checkbox"/> Para Professional	<input type="checkbox"/> Teacher	<input type="checkbox"/> Substitute	<input type="checkbox"/> Custodian
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part time	<input type="checkbox"/> Other: _____

<input type="checkbox"/> Monthly	<input type="checkbox"/> Semi-Monthly
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Employee Name: \_\_\_\_\_ EE ID # \_\_\_\_\_

Campus: \_\_\_\_\_

Day	Date:	Begin Time	Out Time	In Time	Out Time	Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
					<b>Total Hours</b>	

Hourly Rate: \_\_\_\_\_ X Hours \_\_\_\_\_ = \_\_\_\_\_ Flat amount: \_\_\_\_\_  
(Hourly information is filled out by payroll)

**Budget Code:** \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Approval: \_\_\_\_\_

Date: \_\_\_\_\_