

East End School District

Time Sheet

Name: _____ Job: _____

Day of the Week	Date	Morning		Afternoon		Total Hours	Reason for Absence or Overtime
		Time In	Time Out	Time In	Time Out		
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

Total Hours for Week 1

Day of the Week	Date	Morning		Afternoon		Total Hours	Reason for Absence or Overtime
		Time In	Time Out	Time In	Time Out		
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

Total Hours for Week 2

Employee Signature: _____ Supervisor's Signature: _____

Superintendent Signature _____

Policy 8.11 – Overtime, Comp time, and complying with FLSA

Overtime is hours worked in excess of 40 hours per workweek. Compensation given for hours not worked such as for holidays or sick days do not count in determining hours worked per workweek. Workweek is seven day consecutive period of time from 12:00 a.m. on Sunday to midnight on the following Saturday. Each workweek is independent of every other workweek for the purpose of determining the number of hours worked and the remunerate entitled to by the employee for that week.