

# JACKSON COUNTY SCHOOLS

## TIME SHEET SUMMARY

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

Pay Period Beginning \_\_\_\_\_

Location: \_\_\_\_\_

Pay Period Ending \_\_\_\_\_

Position: \_\_\_\_\_

	DATE	REGULAR HOURS WORKED	PAID TIME OFF	EXTRA HOURS WORKED	HOLIDAY	TOTAL HOURS PAID	UNPAID LEAVE HOURS
Week Ending							
Week Ending							
Week Ending							
	<b>Total hours</b>						
	<b>Base Pay (office use)</b>						
	<b>Total pay</b>						

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Principal/Supervisor signature

- \* Paid Time Off--Sick day, bereavement day, jury duty, snow day, early dismissal
- \* Holiday Pay--Labor Day, Thanksgiving Day, Christmas Day, New Year's Day & Good Friday
- \* Unpaid Leave Day--Days you take off that you will not be paid for, please do not add to total.
- \* Pay Periods and Due Dates--Please refer to the pay period listing each time for this.
- \* Extra hours--Hours not included in your base pay.
- \*\*\*\*Please attach leave form, if any taken.\*\*\*\*