

NEWPORT INDEPENDENT SCHOOLS TIME SHEET SY 2016-2017

LOCATION		PAY PERIOD															
		PLEASE NOTE IF BEING PAID OUT OF A SPECIFIC PROJECT/GRANT															
		S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA		Total Hours
EMPLOYEE'S SIGNATURE	REG HRS																REG HRS
	OT HRS																OT HRS
	(S) SICK (P) PERSONAL																
	(V) VACA (N) NON-CONTRACT																
EMPLOYEE'S SIGNATURE	REG HRS																REG HRS
	OT HRS																OT HRS
	(S) SICK (P) PERSONAL																
	(V) VACA (N) NON-CONTRACT																
EMPLOYEE'S SIGNATURE	REG HRS																REG HRS
	OT HRS																OT HRS
	(S) SICK (P) PERSONAL																
	(V) VACA (N) NON-CONTRACT																
EMPLOYEE'S SIGNATURE	REG HRS																REG HRS
	OT HRS																OT HRS
	(S) SICK (P) PERSONAL																
	(V) VACA (N) NON-CONTRACT																
EMPLOYEE'S SIGNATURE	REG HRS																REG HRS
	OT HRS																OT HRS
	(S) SICK (P) PERSONAL																
	(V) VACA (N) NON-CONTRACT																

PLEASE ATTACH AN OVERTIME SHEET FOR ANY TIME OVER AND ABOVE REGULARLY SCHEDULED HOURS. INCLUDE OVERTIME HOURS IN THE APPROPRIATE SECTION. AN AFFIDAVIT MUST BE ATTACHED FOR ALL ABSENCES DURING THIS PAY PERIOD. PLEASE USE THE APPROPRIATE BOX THAT CORRESPONDS WITH THE DATE WHEN MARKING FOR (S) SICK; (P) PERSONAL; (V) VACATION AND (N) NON-CONTRACT DAYS.

SUBMITTED BY:	TO RECEIVE	TIME SHEETS MUST BE	TO RECEIVE
07/05/16	07/15/16	01/03/17	01/13/17
07/19/16	07/29/16	01/17/17	01/31/17
08/02/16	08/15/16	01/31/17	02/15/17
08/16/16	08/31/16	02/14/17	02/28/17
08/30/16	09/15/16	02/28/17	03/15/17
09/13/16	09/30/16	03/14/17	03/31/17
09/27/16	10/14/16	03/28/17	04/14/17
10/11/16	10/31/16	04/11/17	04/28/17
11/01/16	11/15/16	04/25/17	05/15/17
11/15/16	11/30/16	05/09/17	05/31/17
11/29/16	12/15/16	05/23/17	06/15/17
12/06/16	12/16/16	06/06/17	06/30/17

(12/16/16 AND 06/30/17 ARE PROJECTED)

APPROVED BY: