

Manchester Public Schools

Time Reporting Sheet - Hourly

THIS TIME SHEET IS A RECORD OF TIME WORKED.

Name: _____ Position: _____

*Employee #: _____ Location: _____

(*Located on paycheck/direct deposit stub)

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS	JOB DESC #	REASON
SUN							
MON							
TUES							
WED							
THUR							
FRI							
SAT							

TOTAL HOURS WEEK 1:

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS	JOB DESC #	REASON
SUN							
MON							
TUES							
WED							
THUR							
FRI							
SAT							

TOTAL HOURS WEEK 2:

TOTAL HOURS FOR PAY PERIOD

EMPLOYEE SIGNATURE / DATE _____

SUPERVISOR SIGNATURE / DATE _____

Org/Obj: _____

ALL TIME SHEETS MUST BE RECEIVED IN THE PAYROLL OFFICE NO LATER THAN 12:00 NOON ON THE MONDAY OF PAY WEEK. IF THERE IS A MONDAY HOLIDAY, TIME SHEETS MUST BE RECEIVED IN THE PAYROLL OFFICE NO LATER THAN 10:00AM ON TUESDAY OF PAY WEEK.

Instructions for Completing Time Reporting Sheet

1. Time sheets must be completed in its entirety in ink. Time sheets completed in pencil or other colored ink will be returned for correction and not processed for payment. Please complete legibly.
2. PRINT full, legal name (as it appears on paycheck/direct deposit advice), NO NICKNAMES PLEASE.
3. ENTER Employee #.
4. Enter DATE worked under DAY of Week
5. ENTER the TIME IN and TIME OUT using the following format: 8:15am, 2:45pm
Notice there are 2 TIME IN and TIME OUT boxes available to use for lunch breaks.
6. Complete the TOTAL HOURS box with the total hours worked each day and at the end of each week.
7. Job Desc # - write in the corresponding number of the job worked from the Job Description list on back.
8. Complete the Reason box with information as to why hours were worked. Include name of person subbing for or Student tutoring for.
9. Timesheet must be signed by Employee acknowledging accuracy of information.
10. Timesheet must be signed by Supervisor authorizing payment and verifying hours worked.
11. Org/Obj line must be completed with account to be charged by person signing.

The following is a listing of valid Job Descriptions:

Desc #	Job Description	Base Pay
BU58	BEH SUPP&FAM ENGAGE SPECIALIST	128
BU60	BOARD CERT BEHAVIOR ANALYST	128
BMH	BOE MINUTES HOURLY RATE	115
BCPM	CALLER EVENING	115
BCMT	CMT COACH BEFORE SCHOOL	115
BU48	COMM OUTREACH WORKER	102
BCR	CURRICULUM HOURLY	431
BDCI	DAY CARE INSTRUCTION HD START	112
BDET	DETENTION	115/431
BDED	DRIVER EDUCATION	115/431
BDRT	DRIVER EDUCATION CLASSROOM	115/430
BU52	DROP-OUT PREV & RECOV COORD	128
BECA	ENRICHMENT CLUSTER ADVISOR	115
BXCC	EXTRA CURRICULAR SPORTS	410
BXCC	EXTRA CURRICULAR STUDENT ACTIVITIE	410
BU59	FAM/SCHOOL CONNECTION SPEC K6	102
BTH	HOMEBOUND TUTORS	144
BINS	IN SCHOOL SUSPENSION	115
BTI	INSTRUCTIONAL TUTORS	146
BLB	LPN HOURLY	128
BLGD	MHS SWIM TEAM LIFEGUARD	115
BRO	MRA ROPES COURSE BOARD	115
BNOO	NOON AIDE	115
BNH	NURSE SUB HOURLY	115
BNS	NURSE SUMMER SCHOOL	112
BOT	OCCUPATIONAL THERAPIST	128
BOPS	OT/PT SUMMER	112
B1H	PARA 1:1 SUB HOURLY	115
BPPG	PARA AFTER SCHOOL PROGRAM	431
BPH	PARA SUB HOURLY	115

Desc #	Job Description	Base Pay
BPS	PARA SUMMER SCHOOL	112
BPT	PHYSICAL THERAPIST	128
BU54	SAFE TUTOR	431
BSH	SECRETARY SUB HOURLY	115
BSS	SECRETARY SUMMER SCH HOURLY	112
BGH	SECURITY GUARD SUB	115
BGS	SECURITY SUMMER SCHOOL	112
BASW	SOCIAL WORK ATTENDANCE WORKER	115
BSP1	SPORTS FALL	124/408
BSP3	SPORTS SPRING	124/408
BSP2	SPORTS WINTER	124/408
BSP4	STRENGTH TRNG SUMMER	124
BU51	STU/FAM ENGAGEMENT SPEC	128
BSTU	STUDENT HOURLY	140
BSSW	STUDENT SUPPORT WORKER	115
BSMH	STUDY HALL MONITOR SUB HOURLY	115
BU56	SUBSTANCE ABUSE SPECIALIST	102
BU61	SUBSTANCE ABUSE WORKER	128
BGUI	SUMMER GUIDANCE (REPORTING ONLY)	
BPNT	SYSTEMWIDE PRINTER	115
BPMG	TEACHER AFTER SCHOOL GRANT	147/431
BEB	TEACHER BUILDING SUB	143
BEL	TEACHER LONG TERM SUB	143
BES	TEACHER SUMMER SCHOOL	112
BTKP	TIME KEEPER SPORTS	115
BTNS	TRANSPORTATION AIDE	115
BT	TUTOR	144
BTPG	TUTOR AFTER SCHOOL PROGRAM	431
BTUB	TUTOR SUBSTITUTE	144
BTS	TUTOR SUMMER	112