

Jordan School District  
**Personnel Calendar of Attendance  
 and Weekly Time Sheet 2011-12**

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Beginning Hire Date \_\_\_\_\_ Work Location \_\_\_\_\_

**JULY**

Monday				1	2	3
	5	6	7	8	9	10
	11	12	13	14	15	16
	18	19	20	21	22	23
	26	27	28	29	30	31
Total Hours July 2011						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AUGUST**

Monday	2	3	4	5	6	7
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			
Total Hours August 2011						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
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 \_\_\_\_\_  
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 \_\_\_\_\_  
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**SEPTEMBER**

Monday			1	2	3	4
	6	7	8	9	10	11
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	
Total Hours September 2011						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
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 \_\_\_\_\_  
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**OCTOBER**

Monday					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19		22	23
	24	25	26	27	28	29
	31					
Total Hours October 2011						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
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 \_\_\_\_\_  
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**NOVEMBER**

Monday	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23		26	27
	28	29	30			
Total Hours November 2011						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
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 \_\_\_\_\_  
 \_\_\_\_\_  
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**DECEMBER**

Monday			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	27	28	29		31	
Total Hours December 2011						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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- \* Total Hours
- \*\* Employee Initials
- \*\*\* Supervisor Initials
- \*\*\*\* Overtime Hours Authorized
- \*\*\*\*\* Compensatory Time taken at time and one-half

- 1 Unless additional time is approved in advance by the immediate supervisor, all employees will leave work when their regular allotted hours have been reached.
- 2 Prior approved overtime hours (over 40 hrs) shall be paid at the rate of time and one-half or compensatory time taken at the rate of time and one-half during the same pay periods.
- 3 Lunch time and daily breaks may not be saved to accumulate time off at a later date.
- 4 Each individual must complete his/her own weekly time sheet. Misrepresentation of hours worked may result in termination of employment.

 All Contracts days off       206 & 242 Contract days off       206 Contract days off

Supervisor's Signature \_\_\_\_\_ Employee's initials \_\_\_\_\_

