

Jordan School District
**Personnel Calendar of Attendance
 and Weekly Time Sheet 2012-13**

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	17	18	19	20	21	22	
23		25	26	27	28	29	
30	31	Total Hours July 2012					

* ** *** **** ***** Comments:

AUGUST

Monday		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Total Hours August 2012						

* ** *** **** ***** Comments:

SEPTEMBER

Monday					1	2
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Total Hours September 2012						

* ** *** **** ***** Comments:

OCTOBER

Monday	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18		20	21
22	23	24	25	26	27	28
29	30	31				
Total Hours October 2012						

* ** *** **** ***** Comments:

NOVEMBER

Monday			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21			24	25
26	27	28	29	30		
Total Hours November 2012						

* ** *** **** ***** Comments:




DECEMBER

Monday					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		26	27	28	29	30
Total Hours December 2012						

* ** *** **** ***** Comments:

- * 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 _____

