

MONROE COUNTY SCHOOLS EMPLOYEE TIME SHEET

Payroll Date: DECEMBER 21, 2015

EMPLOYEE: _____

PAY PERIOD: **NOV 8, 2015 - DEC 5, 2015**

JOB DESCRIPTION: _____

GRAND TOTALS FROM PRIOR MONTH TIME SHEET
HOURS _____
DAYS _____

Please mark appropriately the number of hours being taken for sick or personal days when applicable.
Please sign and turn in to your supervisor for approval by the next day following the end of the period.

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	Personal Day (hrs. taken)	Sick Day (hrs. taken)	DAILY HOURS	TOTAL HRS FOR WEEK	TOTAL DAYS FOR WEEK
SUN	11/8/2015								
MON	11/9/2015								
TUES	11/10/2015								
WED	11/11/2015								
THURS	11/12/2015								
FRI	11/13/2015								
SAT	11/14/2015								
SUN	11/15/2015								
MON	11/16/2015								
TUES	11/17/2015								
WED	11/18/2015								
THURS	11/19/2015								
FRI	11/20/2015								
SAT	11/21/2015								
SUN	11/22/2015								
MON	11/23/2015								
TUES	11/24/2015								
WED	11/25/2015								
THURS	11/26/2015	THANKSGIVING	DAY						
FRI	11/27/2015								
SAT	11/28/2015								
SUN	11/29/2015								
MON	11/30/2015								
TUES	12/1/2015								
WED	12/2/2015								
THURS	12/3/2015								
FRI	12/4/2015								
SAT	12/5/2015								
SUN									
MON									
TUES									
WED									
THURS									
FRI									
SAT									
ALL Shaded Areas <u>MUST</u> Be Completed.					TOTAL <u>HOURS & DAYS</u> FOR CURRENT MONTH				

By signing below, I am confirming that I was given at least a ten minute paid break every day that is on this time sheet. Per Kentucky Wage and Hour Laws that state the following "Rest Periods-No employer shall require any employee to work without a rest period of at least ten minutes during each four hours worked except those employees who are under the Federal Railway Labor Act. This shall be in addition to the regularly scheduled lunch period. No reduction in compensation shall be made for hourly or salaried employees." KRS 337.365

EMPLOYEE SIGNATURE _____

GRAND TOTAL HOURS FOR SCHOOL YR
(including prior month above & current month)

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SUPERVISOR SIGNATURE _____

GRAND TOTAL DAYS FOR SCHOOL YR
(including prior month above & current month)

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PRINCIPAL/DIRECTOR SIGNATURE _____