

Jordan School District  
**Personnel Calendar of Attendance  
 and Weekly Time Sheet 2016-17**

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 2016 \_\_\_\_\_

*	**	***	****	*****	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 2016 \_\_\_\_\_

*	**	***	****	*****	Comments:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**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 2016 \_\_\_\_\_

*	**	***	****	*****	Comments:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**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 2016 \_\_\_\_\_

*	**	***	****	*****	Comments:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**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 2016 \_\_\_\_\_

*	**	***	****	*****	Comments:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**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 2016 \_\_\_\_\_

*	**	***	****	*****	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 \_\_\_\_\_

Name \_\_\_\_\_

Work Location \_\_\_\_\_

**JANUARY**

	3	4	5	6	7	8
9	10	11	12	13	14	15
	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Total Hours January 2017 \_\_\_\_\_

*	**	***	****	*****
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments

**FEBRUARY**

Monday		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	21	22	23	24	25	26
27	28					

Total Hours February 2017 \_\_\_\_\_

*	**	***	****	*****
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments

**MARCH**

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 March 2017 \_\_\_\_\_

*	**	***	****	*****
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments

**APRIL**

Monday					1	2
3	4	5	6	7	8	9
10	11				15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total Hours April 2017 \_\_\_\_\_

*	**	***	****	*****
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments

**MAY**

Monday	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	29
	30	31				

Total Hours May 2017 \_\_\_\_\_

*	**	***	****	*****
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments

**JUNE**

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 June 2017 \_\_\_\_\_

*	**	***	****	*****
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments

Sick Leave: Days allowed \_\_\_\_\_


Family health

Vacation: Days allowed \_\_\_\_\_


Personal Day:   
Days Allowed:

Alternative Day:

Bereavement:



All Contracts days off



206 & 242 Contract days off



206 Contract days off