

## WENATCHEE SCHOOL DISTRICT #246 SEC/PARA TIME SHEET

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

Employee's Name (Please Print) \_\_\_\_\_

Position \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Program or Workshop \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Account # \_\_\_\_\_

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Extra Hours at Regular Rate																
Contracted Hours at Higher Rate																
Extra Hours at Higher Rate																
Meetings																
Overtime																

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Extra Hours at Regular Rate															
Contracted Hours at Higher Rate															
Extra Hours at Higher Rate															
Meetings															
Overtime															

**\*All corrections and cross outs must be initialed by both the Employee and the Administrator.**

FOR PAYROLL USE ONLY					
PAY CODE	ACCT #	RATE	HRS	WK DATE	TOTAL
<b>TIME SHEET TOTAL \$</b>					_____

**TIME SHEETS ARE DUE THE LAST WORKING DAY OF THE MONTH**

