# FCPS Time Sheet

**Employee Status (Check One):**
- ☐ 12 Month Regular Employee
- ☐ 11 Month Regular Employee
- ☒ Non-benefitted Employee

<table>
<thead>
<tr>
<th>Date Worked</th>
<th>Expense Code</th>
<th>Position / Title:</th>
<th>Substitute</th>
</tr>
</thead>
<tbody>
<tr>
<td>67395 10</td>
<td></td>
<td></td>
<td>SAS</td>
</tr>
</tbody>
</table>

**Description of Work Performed**
(Substituting for:)*TRC*

**Regular Hourly Rate**

**Approved Hourly Rate**

**System will calculate if hours are overtime**

The Employee ID and hours reported on this timesheet have been verified for accuracy. Our system will convert hours in excess of 40 hours worked to overtime, unless exception applies.

Employee Signature:  
Date:  

Approval Signature:  
Date:  

Approval Signature:  
Date:  

*Time Report Codes*
- AUX: Auxiliary Custodian
- CMP: Comp Time Paid
- EWK: Emergency Callback (use for snow removal also)
- HWK: Holiday Worked
- INT: Interpreters (two-hour minimum paid)
- OUG: Outside User Group
- SAS: Sick and Safe Leave (for non-benefitted employees only)
- SIT: School Improvement Team
- SUP: Supplemental (per diem paid)
- WMD: Workshop Presenter
- WSI: Workshop Instructor
- WSP: Workshop Participant (Certified Personnel)
- WSS: Workshhop Support Personnel

**TOTAL:**  

Send Original to Payroll Office

Submit a separate form for each payroll period