

**CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT
Temporary Worker Timesheet**

| | | |
|-------------------|-------------------------|-------------------|
| Legal Name: _____ | Campus/Contact #: _____ | Employee #: _____ |
| Department: _____ | Position: _____ | |

| | | | | |
|-----------------------------|---------------------|-----------------------------------|-----------------------------|---------------------|
| Week Beginning (Date) _____ | Ending (Date) _____ | PRINT ON YELLOW PAPER ONLY | Week Beginning (Date) _____ | Ending (Date) _____ |
|-----------------------------|---------------------|-----------------------------------|-----------------------------|---------------------|

| | Time In | Time Out | TOTAL |
|--|---------|----------|-------|
| Saturday | | | |
| Sunday | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| TOTAL HOURS WORKED THIS WEEK | ➔ | | |
| HOURS TO BE PAID | ➔ | | |
| I certify that the foregoing is a true statement of the hours worked by me during the weeks shown. ➔ | | | |

REQUIRED FOR SUBS WORKING AS TEMPS:

Budget Code:

Pay Rate:

_____ \$ _____ /hour _____

Instructions for Timely Payroll Processing:

1. Complete all blanks at top of timesheet.
2. Include the date for the timesheet at the top of each week.
3. Include the budget code and pay rate.
4. Turn in completed timesheet to your supervisor for approval.

EMPLOYEE SIGNATURE

| | Time In | Time Out | TOTAL |
|-------------------------------------|---------|----------|-------|
| Saturday | | | |
| Sunday | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| TOTAL HOURS WORKED THIS WEEK | ➔ | | |
| HOURS TO BE PAID | ➔ | | |
| GRAND TOTAL HOURS TO BE PAID | ➔ | | |

PRINCIPAL

PRINCIPAL/SUPERVISOR

ASSISTANT SUPERINTENDENT FOR STUDENT SERVICES