

**BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303**

**CLASSIFIED EMPLOYEE TIMESHEET**

Legal name, legibly written

Employee: Ziggy Parker

Month/Year: January 2022

Location: Wilkes

Position: SPED Para

Reg. Assigned Hrs/Day: 4.5 Monday / 6 Tuesday-Friday

Work schedule should be written here

Indicate the day of the week here.

Ziggy took 2 personal days at the beginning of the month. On Monday, the employee was only absent 4.5 hours according to his assigned hours and on Tuesday, he was absent for 6 hours, again, according to his assigned work schedule.

Include a description for what the extra time was for.

Indicate leave type. Options include: sick, personal, or unpaid leave.

On Monday, Ziggy stayed for 2 hours after his regular shift ended, to sub for another employee (Rob Brown). He worked in his regular position for 4.5 hours that day and then worked an additional 2 hours for Rob.

On Tuesday, Ziggy didn't work in his regular position and instead filled in for Susie Smith for the day. He was "absent" from his regular job for 6 hours, but worked 8 hours as a sub.

On Thursday the 27th, there was a (long) 3 hour meeting for some additional training. The first 8 hours of the day are paid at the regular rate of pay, but hours >8 are subject to the overtime rate. Therefore, the first two hours of the meeting are reported as "extra" and the last hour is reported as "overtime."

Date	Day	Worked Assigned Hours (Informational)	Worked Extra Hours (1.0x)	Worked Overtime (1.5x / 2.0x)	Worked As Sub	Hours Absent	Description/ Explanation	Account Code (For Admin/Office Use)
1								
2								
3	M	0				4.5	Personal day	
4	T	0				6	Personal day	
5								
6								
7								
8								
9								
10	M	4.5	1				Staff Meeting	
11								
12								
13								
14								
15								
16								
17								
18	T	0				6	Sick	
19								
20								
21								
22								
23								
24	M	4.5			2		Subbed for Rob Brown	
25	T	0			8	6	Subbed for Susie Smith	
26								
27	Th	6	2	1			Training	
28								
29								
30								
31								
Total								<-- Total Hours

Ziggy Parker  
Employee Signature

1/31/2022  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

My signature certifies that these are the total number of hours that I've worked this month.