

**SCHOOL DISTRICT OF CAMBRIDGE  
BUSINESS OFFICE  
PAYROLL TIMESHEET FORM  
2011-2012 SCHOOL YEAR**

This form is used to request payroll payments. This form is to be used by non-teaching employees, substitute employees, and teaching employees working additional hours. Payroll timesheets are required to be turned in to the building office at the completion of each two week payperiod. Please call the business office at 423-4345 if you have any questions.

Employee Name: \_\_\_\_\_

Position:  Non-teaching  Substitute  Teaching working additional hours for : (list reason) \_\_\_\_\_

	Date	In	Out	In	Out	Reg. Hrs.	O.T. Hrs.	Subbed for:
Sun	/ /							
Mon	/ /							
Tues	/ /							
Wed	/ /							
Thurs	/ /							
Fri	/ /							
Sat	/ /							
<b>WEEK TOTAL</b>								
Sun	/ /							
Mon	/ /							
Tues	/ /							
Wed	/ /							
Thurs	/ /							
Fri	/ /							
Sat	/ /							
<b>WEEK TOTAL</b>								
<b>GRAND TOTAL</b>								

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY-PLEASE DO NOT WRITE BELOW THIS LINE**

**REGULAR HOURS**

**ACCOUNT CODE**

	HRS	@		= \$		
	HRS	@		= \$		
	HRS	@		= \$		
	HRS	@		= \$		
	HRS	@		= \$		

**O.T. HOURS**

	HRS	@		= \$		
--	-----	---	--	------	--	--