Payroll Timesheet

Legal Name:	Citrus: ☐	Empire: ☐
Primary Position:	Harbor: ☐	Pacific: ☐
Primary Location:	River: ☐	Vista: ☐

Pay periods run from the 1st to the 15th & 16th to month end. Email completed timesheets to Payroll@SpringsCS.org

Date	Description: Substitutes - list the teacher you are subbing for Temps - list dept/location you are working for	Rate	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Over-time
STIPENDS ONLY | Description:						Amount: $		

During this payroll period, I have reported all hours worked accurately and completely. I have not experienced a work related injury or illness.

Supervisor Printed Name & Signature: **Date:**

Employee Printed Name & Signature: **Date:**

PAYROLL USE ONLY

Addon ID:	
Rate:	
Units:	
Retirement Rate:	
Retirement Dates:	
Entered in Smartsheet?	