LaFAYETTE CENTRAL SCHOOL DISTRICT 

**PAYROLL TIMESHEET**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Name Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building**  **Account Code**

**Instructions:** Please **fully** specify work completed with explanation, date, time worked and number of hours/days. Total the

 number of hours/days and dollar amounts at the bottom of the timesheet.

| **Date** | **Work Completed** | **Time Worked****In/Out** | **Number of Hours/ Days** | **Hourly/Per Diem Rate** | **Amount****$** |
| --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |
|  | **TOTAL HOURS/DAYS:** |  |  | **TOTAL** | **$** |

**I certify that the hours indicated in the above timesheet have been actually performed for the duties described to the LaFayette Central School District, that the remittance therefore is true and just, and that no previous payments have been made regarding the above.**

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**Employee Signature MUST BE SIGNED**  **Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator Signature**  **Date**

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**District Office Approval**  **Date**