# HAZEL CREST SCHOOL DISTRICT 152 1/2
## PAYROLL TIME SHEET

NAME: _____ PERIOD ENDED: _____

SCHOOL _____ DEPT/ACCT: _____

POSITION: _____

| DAY OF WEEK | DATE | TYPE OF PAY CODE | TIME IN | TIME OUT | TOTAL HOURS/AMT | RATE OF PAY | TOTAL PAY | DESCRIPTION OF PAY CODE IF NECESSARY |
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**TOTAL HOURS:** **TOTAL PAY:**

Types of Pay

C - Curriculum Meeting Pay
D - Extra Duty Pay (Describe)
E - External Sub Pay
F - Federal Program Pay (Describe)
H - Homebound /Tutoring Pay
I - Internal Sub Pay (Number of Students)
O - Overtime Pay
P - Part-Time Help
R - Regular Pay
S - Summer School Pay (Describe)
T - State Program Pay (Describe)
Z - Other (Describe)

_____
Employee's Signature

_____
Supervisor's Signature

_____
Principal's Signature

ORIGINAL – PAYROLL YELLOW – EMPLOYEE Rev. 7/07