

Iraan-Sheffield Independent School District
Daily Rate Summer Employees Time Report

Print all information in ink

Name _____ Emp ID # _____ Campus/Dept _____

Month _____

For each week:

- **First line** – Enter the week’s dates in the first column (month/date)
- **Second line** – Report days worked as 1.0 = full day, 0.5 = half day, or absence code. *(You will not be paid or docked for an absence)*
- **Total Days Column** – Total the days worked for the week.
- **Signatures required**

Week	Mon	Tues	Wed	Thurs	Fri	Total Days
Days Worked						

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Days Worked						

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Days Worked						

I certify this is an accurate record of the actual days worked.

Absence Codes:

- P – Personal Leave
- S – Sick Leave
- SD – Staff Development
- H – Holiday
- V – Vacation
- J – Jury Duty or Subpoena

Employee Signature

Date

Supervisor Signature

Date