

**DOLORES SCHOOL DISTRICT RE-4A
HOURLY TIME SHEET**

ALL TIME SHEETS MUST BE TURNED IN BY THE 10TH OF THE MONTH TO BE PAID BY THE REGULAR PAYROLL DATE. ALL "COMP TIME" MUST BE APPROVED BY IMMEDIATE SUPERVISOR AND SUPERINTENDENT.

NAME _____ POSITION _____

PAYPERIOD _____ ENDING _____

DATE	HOURS WORKED	REASON FOR WORK

EMPLOYEE SIGNATURE _____

IMMEDIATE SUPERVISOR _____

SUPERINTENDENT _____

PAYROLL INFORMATION _____