

SCHOOL DISTRICT OF PHILLIPS  
TIME SHEET

EMPLOYEE NAME \_\_\_\_\_

PAY PERIOD (FROM-TO) \_\_\_\_\_

	DATE	START TIME	END TIME	START TIME	END TIME	TOTAL	ABSENCE: PTO/FUNERAL/VAC COMP/NON-CONTRACT
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL HOURS							PTO DAYS
RATE							FUNERAL DAYS
							VACATION DAYS
							COMP DAYS
							NON-CONTRACT DAYS (OFFICE STAFF ONLY)

(TO RECORD OVERTIME ONLY)

	DATE	START TIME	END TIME	START TIME	END TIME	TOTAL	REASON FOR OVERTIME:
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL HOURS							** REASON FOR MUST BE LISTED
RATE							
PAY							
SAVE COMP TIME							

By signing this form, I verify that this information is correct and accurate.

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EMPLOYEE SIGNATURE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

**SCHOOL DISTRICT OF PHILLIPS**  
**Pay Schedule & Time Sheet Due Dates**  
**2023**

Please have your time sheet to your supervisor by the due date listed

Period Covered	Time Sheet due date	Payday
Dec. 25 – Jan. 7	Jan. 6	Jan. 13
Jan. 8 – Jan. 21	Jan. 20	Jan. 27
Jan. 22 – Feb. 4	Feb. 3	Feb. 10
Feb. 5 – Feb. 18	Feb. 17	Feb. 24
Feb. 19 – Mar. 4	Mar. 3	March 10
Mar. 5 – Mar. 18	Mar. 17	March 24
Mar. 19 – April 1	Mar. 31	April 7
April 2 – April 15	April 14	April 21
April 16 – April 29	April 28	May 5
April 30 – May 13	May 12	May 19
May 14 – May 27	May 26	June 2
May 28 – June 10	June 9	June 16
June 11 – June 24	June 23	June 30
June 25 – July 8	July 7	July 14
July 9 – July 22	July 21	July 28
July 23 – Aug. 5	Aug. 4	August 11
Aug. 6 – Aug. 19	Aug. 18	August 25
Aug. 20 – Sept. 2	Sept. 1	September 8
Sept. 3 – Sept. 16	Sept. 15	September 22
Sept. 17 – Sept. 30	Sept. 29	October 6
Oct. 1 – Oct. 14	Oct. 13	October 20
Oct. 15 – Oct. 28	Oct. 27	November 3
Oct. 29 – Nov. 11	Nov. 10	November 17
Nov. 12 – Nov. 25	Nov. 17	December 1
Nov. 26 – Dec. 9	Dec. 8	December 15
Dec. 10 - Dec. 23	**Dec. 20	December 29, 2023
Dec. 24 - Jan. 6	Jan. 5	Jan. 12, 2024

Time Sheets must be given to the payroll clerk by 3:00 pm on the due date from supervisors.