TIMESHEET		HALL COUNTY SCHOOL SYSTEM						
EMPLOYEE NAME					POSITION.			
EMPLOYEE NAME  EMPLOYEE ID# or  LAST 4 DIGITS OF SSN					POSITION:			
SCHOOL/FACILITY					PLEASE CIRCLE ONE: Are these hours in addition to your normal hours worked per day?  YES NO			
WEEK ENDING	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
**Overtime is defined as hours <u>actually</u> excess of 40 in a week. Overtime must l advance by the Personnel Office.	TOTAL REGULAR HOURS							
	TOTAL OVERTIME HOURS**							
EMPLOYEE'S SIGNATU	RE							
SUPERVISOR'S SIGNA	TURE							
DATE DU	PAYROLL OFFICE:			:	SEE TEMP. HELP/EXTRA PAY PAYROLL CALENDAR			
	F	OR CENT	RAL OFF	ICE US	E ONLY			
OVERTIME RATE	_ x	OVERTIM	E HOURS	=	OVERTI	ME PAY	•	
	x			=			ТОТА	L PAY
REGULAR RATE		REGULAF	RHOURS		REGULA			
CLEARED PERSONNEL:		<u>-                                      </u>			RECEIVED	IN PAYRO	OLL:	