

**Greenfield Union School District
MISCELLANEOUS PAYROLL TIMESHEET**



Employee Name: _____ Last 4 of SS#: _____

Position / Program: _____ Location / Site: _____

Pay Period: _____ / 24 / _____ through _____ / 23 / _____
Previous Month Day Year Current Month Day Year

DATE	A.M.		P.M.		EXTRA TIME	OVER TIME	WORK PERFORMED / EXPLANATION AESOP CONFIRMATION NUMBER
	IN	OUT	IN	OUT			
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
TOTAL HOURS							

Employee Signature: _____ Date: _____

Approved By: _____ Date: _____

FUND	RESOURCE	YR	GOAL	FCTN	OBJECT	SO	SITE	LOCAL	MNGR	RATE	HOURS
00	0000	0	0000	0000	0000	00	000	0000	0000		

TIMESHEET DUE: ON THE 24TH OF EVERY MONTH TO THE PAYROLL OFFICE

MISCELLANEOUS TIMESHEET SCHEDULE

Pay Period Frame
06/24 – 07/23
07/24 – 08/23
08/24 – 09/23
09/24 – 10/23
10/24 – 11/23
11/24 – 12/23
12/24 – 01/23
01/24 – 02/23
02/24 – 03/23
03/24 – 04/23
04/24 – 05/23
05/24 – 06/23

***Checks are ready for pickup at the District Office after 1:00 p.m.**

- Timesheets are paid on the 10th of every month or the last business day before the 10th
- The Pay Period Frame are the dates that go on the front of the Timesheet
- Timesheets are due no later than 5:00 p.m. to the Payroll Office on the 24th of every month
- **Late timesheets will be processed on the next available supplemental**
- **Incomplete/incorrect timesheets will be processed on the next available supplemental once they have been corrected**

CONVERTING TIME TABLE

05 minutes =	.08
10 minutes =	.17
15 minutes =	.25
20 minutes =	.33
25 minutes =	.42
30 minutes =	.5
35 minutes =	.58
40 minutes =	.67
45 minutes =	.75
50 minutes =	.83
55 minutes =	.92

(Minutes are divided by 60)