WILLOWS UNIFIED SCHOOL DISTRICT Supplemental Time Sheet

	Name:							Emp. ID#	
	Reporting	Period:		_ 26, 202	through		25	5, 202	
Payroll Use					Description	of Time Wo	rked / Substit	ute	
Pay U	Date	Start Time	End Time	(identif	y tasks perfo	rmed &/or e	employee you	subbed for)	Hrs / Days
	(Use multiple lines per day when necessary to document hours worked & tasks performed) Total								
Timesheets must be turned in to the District Office each month. Please adhere to the payroll schedule and Definition of the District Office each month.									l DO NOT
HOLD TIMESHEETS. The District is assessed penalties & interest for late reporting to retirement systems.									
Payroll Use Only:									
			Account to be	charged:			Time / Unit	Rate	Total \$
(1)									
(2)									
(3)									
(4)	I hereby certify that the hours / days claimed are correct: Total Due:								
	Employee Signature:							Date:	
	Date:								
	Supervisor / Admin Signature:								

MONTH PAY PERIOD July July 1 - July 25 August July 26 - August 25 August 26 - September 25 September October September 26 - October 25 November October 26 - November 25 November 26 - December 25 December January December 26 - January 25 January 26 - February 25 February March February 26 - March 25 April March 26 - April 25 May April 26 - May 25 May 26 - June 30 June June 26 - June 30 June

PAY DAY*
August 10th
September 10th
October 10th
November 10th
December 10th
January 10th
February 10th
March 10th
April 10th
May 10th
June 10th
July 10th
July 10th

*Pay day is on the 10th of the month. If the 10th falls on the weekend, then the pay day is on Friday prior to the 10th.