**WESTLAKE CITY SCHOOL DISTRICT**

Non-Certified Personnel Timesheet

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PAY PERIOD ENDING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Morning** | | | **Afternoon** | | **Total**  **Hours** | **Work Performed**  **For Extra Time/Overtime** |
| **Date** | **Started** | **Stopped** | **Started** | **Stopped** |
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**WEEKLY TOTAL HOURS: \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Regular Hours (Paid)** | **Extra Time (Paid at REG)** | **Extra Time (Paid at OT)** | **Comp Time Hours Earned (x1.5)** |
|  |  |  |  |

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**Employee Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor’s Signature**

9/18