<u>LEE'S SUMMIT R-VII SCHOOL DISTRICT</u> <u>TIMESHEET FOR NON-EXEMPT STAFF</u>



Non-exempt staff (staff paid semi-monthly) should use this timesheet to report daily time-in/time-out times. Payment will be made in accordance with the calendar on the back of this timesheet.

NAME:						JOB LOCATION:					Hours Per Day:		
Employee Number:						Week Of:					Days Per Week:		
	(6 D	igits - Typically	y beginning wi	ith # 3)		Lunch:	0 М	inutes	20 Minute	s	_ 30 Minutes		60 Minutes
JOB CODE/DES	CRIPTION:												
ACCOUNT COD	DE:						HOURLY RA	ATE FOR T	HIS TIMES	SHEET: \$			
		TIME	TIME	TIME	TIME	TIME	TIME		ABSENCE (Do	o not include			
	DAY OF	IN	Ουτ	IN	OUT	IN	OUT	ABSENCE	duty-free l	unch time)			
DATE	WEEK	HR/MIN	HR/MIN	HR/MIN	HR/MIN	HR/MIN	HR/MIN	CODE	BEG TIME	END TIME		Comments	
7/1/2020		7.50	12.00	1.20	4.00				12.20	1.20			

DAIL	WEEK	Invint		THÝ WHN			CODE	DEG TIME		comments
7/1/2020	EXAMPLE	7:58	<u>12:00</u>	<u>1:30</u>	4:00			<u>12:30</u>	1:30	
	SU									
	мо									
	τυ									
	WE									
	тн									
	FR									
	SA									

Note: One-half hour is the minimum per absence.

Please use the following alpha codes to

designate the type of absence.

Note: The work week begins on Sunday and ends on

Saturday. Timesheets must be turned in each Friday to

your supervisor.

Alpha Codes	Comments	The information recorded abo	ve is a true and accurate accounting of th	ne time worked:	
B -Bereavement	CT=Critical Task				
J -Jury	ET=Emergency Task				
N-Non-Work Day/Holiday		EMPLOYEE SIGNATURE/DATE:		/	
Р -РТО			SIGNATURE	DATE	
PR-Professional					
STD-Short Term Disability					
U-Unapproved PTO		REVIEWED BY:			
V-Vacation		SUPERVISOR SIGNATURE/DATE:		/	
WC-Worker's Comp			SIGNATURE	DATE	

Support Staff (Non-exempt) Timesheet Responsibilities:

- Complete by printing in blue or black ink. Complete a separate timesheet for each job:
 - a. Name
 - b. Employee Number
 - c. Job Description & Location
 - d. Week Of (September 2 8)
 - e. Lunch Minutes & Hours Per Day
 - f. Days Per Week (total of contract days your are expected to work for the week)
 - g. Account Code (complete only if exception pay it\s for work other than your normal contract job)
 - h. Hourly Rate of Pay (if different from your normal contract hourly pay)
- Each day:
 - a. Record the date (mm/dd/yr.) next to the appropriate day of the week.
 - b. Record your **EXACT** time in (when you begin your work for the day).
 - c. Record your EXACT time out when you are breaking for lunch (if applicable/minimum 20 minutes) or at the end of the day when you have completed your work for the day. Use additional in/out times as needed. Any hours worked above the scheduled hours MUST be pre-approved by your supervisor.
 - d. <u>If you are absent</u>, please record an absence code in the ABSENCE CODE column, the exact beginning and ending time of your absence and any comments that will assist the approver. If your absence is for a professional meeting, include lunch ONLY if you are required to work through lunch and do not have a duty free lunch time.
- At the end of the week (usually on Friday), give your signed and dated timesheet to the time keeper in your building.
- Approved Exception Time will be paid according to the following calendar. PAY CALENDAR IS SUBJECT TO CHANGE.

Week Of	Paid On (Semi-monthly)	Week Of	Paid On (Semi-monthly)	Week Of	<u>Paid On</u> (Semi-monthly)	Week Of	Paid On (Semi-monthly)
Jun 13 - 19	7/15/2021	Sep 26 - Oct 2	10/28/2021	Jan 9 - 15	1/28/2022	Apr 24 - 30	5/13/2022
Jun 20 - 26	7/15/2021	Oct 3 - 9	10/28/2021	Jan 16 - 22	2/15/2022	May 1 - 7	5/27/2022
Jun 27 - Jul 3	7/28/2021	Oct 10 - 16	11/15/2021	Jan 23 - 29	2/15/2022	May 8 - 14	5/27/2022
Jul 4 - 10	7/28/2021	Oct 17 - 23	11/15/2021	Jan 30 - Feb 5	2/28/2022	May 15 - 21	6/15/2022
Jul 11 - 17	8/13/2021	Oct 24 - 30	11/26/2021	Feb 6 - 12	2/28/2022	May 22 - 28	6/15/2022
Jul 18 - 24	8/13/2021	Oct 31 - Nov 6	11/26/2021	Feb 13 - 19	3/15/2022	May 29 - Jun 4	6/28/2022
Jul 25 - 31	8/27/2021	Nov 7 - 13	12/15/2021	Feb 20 - 26	3/15/2022	Jun 5 - 11	6/28/2022
Aug 1 - 7	8/27/2021	Nov 14 - 20	12/15/2021	Feb 27 - Mar 5	3/28/2022	Jun 12 - 18	7/15/2022
Aug 8 - 14	9/15/2021	Nov 21 - 27	12/15/2021	Mar 6 - 12	3/28/2022	Jun 19 - 25	7/15/2022
Aug 15 - 21	9/15/2021	Nov 28 - Dec 4	12/28/2021	Mar 13 - 19	4/15/2022	Jun 26 - Jul 2	7/28/2022
Aug 22 - 28	9/15/2021	Dec 5 - 11	12/28/2021	Mar 20 - 26	4/15/2022	Jul 3 - 9	7/28/2022
Aug 29 - Sep 4	9/28/2021	Dec 12 - 18	1/14/2022	Mar 27 - Apr 2	4/15/2022	Jul 10 - 16	8/15/2022
Sep 5 - 11	9/28/2021	Dec 19 - 25	1/14/2022	Apr 3 - 9	4/28/2022	Jul 17 - 23	8/15/2022
Sep 12 - 18	10/15/2021	Dec 26 - Jan 1	1/14/2022	Apr 10 - 16	4/28/2022	Jul 24 - 30	8/26/2022
Sep 19 - 25	10/15/2021	Jan 2 - 8	1/28/2022	Apr 17 - 23	5/13/2022	Jul 31 - Aug 6	8/26/2022