

PERU CENTRAL SCHOOL DISTRICT
CIVIL SERVICE EMPLOYEE TIME SHEET

Name _____

Position/Area' _____

Appointed Hours _____ Budget Code _____

Compensatory Time Guidelines:

It is directly related to a specific project or requirement. It is approved in advance by the Administrator or Supervisor unless required by an emergency or other unusual circumstance. It is granted in units of 30 minutes. It is taken within the same pay period. A log is maintained by the Administrator or Supervisor who signs the employee's timesheet and this log is open for the employee to review. Compensatory time is entirely voluntary.

Overtime and Compensatory Time Should be Kept to a Minimum, Task Specific and Prea pproved

								Actual Hours Worked	Total Hours Paid*
Week#1 of 2	Su	Mon	Tues	Wed	Thurs	Fri	Sat		
Dates of the Week									
Comp Time									
Overtime									
Week#2 of 2	Su	Mon	Tues	Wed	Thurs	Fri	Sat		
Dates of the Week									
Comp Time									
Overtime									

Employee's Signature _____

Building Principal/Dept. Supervisor _____