

Manitou Springs School District 14 - Time Sheet

Submit monthly on first business day of next month to business office

Do not fill out gray section - for business office only

- Employee Name _____

- Title _____ -Building _____

Date	Start time	End Time	Reg Hrs	OT Hrs	CT Hrs	SN Hrs	Remarks	Total Hrs

Weekly Totals

Date	Start time	End Time	Reg Hrs	OT Hrs	CT Hrs	SN Hrs	Remarks	Total Hrs

Weekly Totals

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Weekly Totals

Date	Start time	End Time	Reg Hrs	OT Hrs	CT Hrs	SN Hrs	Remarks	Total Hrs

Weekly Totals

OT=Overtime CT=Comp time SN=Severe Needs

Employee Signature _____ Date _____

Building Principal/District Supervisor Signature _____ Date _____

Note: Regular hours worked DO NOT include Lunch

*Principals/District Supervisors must approve OT in advance

*Remarks section should explain nature of OT; when CT is used, annotate date earned.