

WILLMAR PUBLIC SCHOOLS - ISD 347

Hourly Employee Time Sheet Compensation, Regular or Overtime Hours

Building:	
Employee Name:	
Position:	

Date Worked	Reason For Regular, Overtime or Comp Time	Time Started	Time Finished	Hours Worked	Balance	Supervisor's Approval	Date	Date Hours Used	Comp Hours Used	Supervisor's Approval	Date	Balance Remaining

The purpose of this document is to record all hours worked beyond your contracted hours. These hours must be pre-approved by your supervisor, unless it is contractual or an emergency. This sheet represents all compensation, regular or overtime hours worked during the time periods identified. All compensation, regular or overtime hours must be used or paid during the school year they are earned unless otherwise controlled by your contract.