

Morehouse Parish School Board

Time Sheet for Temporary Employee & Employee being paid for Extra Work

Submit to the payroll office by the 5th of each month. Checks will be distributed by the 14th of each month.

Name of Employee					Employee ID#	
Mailing Address					Telephone Number	
Work Location (School/Department)					Position/Title/ Classification	
Rate of Pay	\$	Per Day	\$	Per Hour	Pay Period Ending	
Charge to Account	Number (*If th	is is a Gener		ount Numb	per see below):	
Date (M/D/Y)		fy Exact Number Hours Worked	er of	I verify	that the time on this time sheet is correct	
				Certifie	ed by:	
				Title Po	osition:	
				Date Si	gned:	
				To be o	completed by payroll department:	
				Hours V	Worked x Rage of Pay =	
				Gross F	Pay: \$	
				Comme	ents:	
				By: (In	itial)	
					s expense is being charged to the General Fund perintendent MUST approve this expense.	
				-		
				Signatu	re:	
				Date: _		
Total Hours Wo	·ked					
Signature of Empl	loyee:					
Date Signed:						