

# WRIGHT ELEMENTARY SCHOOL DISTRICT TIME CARD

Site \_\_\_\_\_

Name \_\_\_\_\_

Last four digits of your SSN # \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

Payroll period runs from the 24th to the 23<sup>rd</sup> of the next month  
Time card due at the District Office on the 24<sup>th</sup> of each month

**LATE TIME CARDS WILL BE PROCESSED ON THE NEXT AVAILABLE PAYROLL  
HOURS WORKED ~ CLASSIFIED**

Date	From	To	Hours/Day	Position/Reason/Site	Appv	Date	From	To	Hours/Day	Position/Reason/Site	Appv
24						9					
25						10					
26						11					
27						12					
28						13					
29						14					
30						15					
31						16					
1						17					
2						18					
3						19					
4						20					
5						21					
6						22					
7						23					
8						Total Regular Hours:				Total OT Hours:	

Employee Signature _____			Date _____			Approved By _____			Date _____		
Month Worked	Units/Hours	X	Rate	=	Gross Pay	Budget Code					
_____	_____	X	_____	=	_____	_____					
_____	_____	X	_____	=	_____	_____					
_____	_____	X	_____	=	_____	_____					
_____	_____	X	_____	=	_____	_____					
_____	_____	X	_____	=	_____	_____					
_____	_____	X	_____	=	_____	_____					

TOTAL GROSS PAY \_\_\_\_\_ DATE \_\_\_\_\_ INITIAL \_\_\_\_\_