

readySC™ Time Sheet

Name: _____
 SSN (Last 4 digits): _____

Payroll Period: 6/17/09 - 7/1/09
Due Date: no later than 10:00 a.m. 7/2/09
 Pay Date: Thursday, July 16, 2009

		Wednesday 6/17		Thursday 6/18		Friday 6/19				Monday 6/22		Tuesday 6/23	
Time In		Total		Total		Total		Total		Total		Total	
Time Out		0:00		0:00		0:00		0:00		0:00		0:00	
Lunch Period													
Time In		Total		Total		Total		Total		Total		Total	
Time Out		0:00		0:00		0:00		0:00		0:00		0:00	
Lunch Period													
		Friday 6/26		Saturday 6/27		Sunday 6/28		Monday 6/29		Tuesday 6/30			
Time In		Total		Total	8:15 AM	Total		Total		Total		Total	
Time Out		0:00		0:00	11:45 AM	3:30		0:00		0:00		0:00	
Lunch Period													
Time In		Total		Total	2:30 PM	Total		Total		Total		Total	
Time Out		0:00		0:00	3:30 PM	1:00		0:00		0:00		0:00	
Weekly Hours:		4.50											
		Wednesday 7/1											
Time In		Total											
Time Out		0:00											
Lunch Period													
Time In		Total											
Time Out		0:00											
Weekly Hours:		0.00											

Area Director must submit to Administration by due date.

Enter hours in quarterly increments and include am or pm.

Weekly hours and Total hours are automatically calculated.

Read below carefully, check the box, then type your name.

Payroll Period Total Hours: 4.50

Break down hours by project:

Project 1: _____ Hours: _____
 Project 2: _____ Hours: _____
 Project 3: _____ Hours: _____

Enter project name and board approved component #.
 (No -P numbers.)
 If you do not know component #, leave blank.

I attest that this information is true and accurate and that any misrepresentation of the accuracy of this information is subject to disciplinary action up to and including discharge. Employee: _____

I hereby certify that to the best of my knowledge and belief this information is accurate and complete and that misrepresentation of the accuracy of this information is subject to disciplinary action up to and including discharge. Area Director: _____

readySC Authorized Signature: _____ Date: _____