

# MINERAL COUNTY SCHOOL DISTRICT PAYROLL TIMESHEET

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Location: \_\_\_\_\_

Period Ending: \_\_\_\_\_

Short Term Leave				Hours Worked				Date	Substitute Used or Description of Work	Extra Time Worked	
ANNUAL	SICK	PERSONAL	OTHER	REGULAR	ATHLETIC	OTHER	CODE			Time	Code
								1			
								2			
								3			
								4			
								5			
								6			
								7			
								8			
								9			
								10			
								11			
								12			
								13			
								14			
								15			
								16			
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								18			
								19			
								20			
								21			
								22			
								23			
								24			
								25			
								26			
								27			
								28			
								29			
								30			
								31			
0	0	0	0	0	0	0	0		<b>TOTALS</b>	0	

Other Leave Codes
JD - Jury Duty
LWP - Leave Without Pay
MD - Military Duty

School Business Codes
C - Co-Curricular
H - Holiday
P - Prep

Total	0
Over Time	0
<b>Grand Total</b>	<b>0</b>

\_\_\_\_\_  
EMPLOYEE APPROVAL

\_\_\_\_\_  
ADMINISTRATOR APPROVAL