

Jordan School District  
**Personnel Calendar of Attendance  
 and Weekly Time Sheet 2017-18**

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Beginning Hire Date \_\_\_\_\_ Work Location \_\_\_\_\_

**JULY**

Monday					1	2
3		5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	25	26	27	28	29	30
31	Total Hours July 2017					

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AUGUST**

Monday	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Total Hours August 2017						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SEPTEMBER**

Monday				1	2	3
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Total Hours September 2017						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**OCTOBER**

Monday	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18			21	22
23	24	25	26	27	28	29
30	31					
Total Hours October 2017						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOVEMBER**

Monday		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22			25	26
27	28	29	30			
Total Hours November 2017						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_




**DECEMBER**

Monday				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
		27	28	29	30	31
Total Hours December 2017						

\*      \*\*      \*\*\*      \*\*\*\*      \*\*\*\*\*      Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- \* Total Hours
- \*\* Employee Initials
- \*\*\* Supervisor Initials
- \*\*\*\* Overtime Hours Authorized
- \*\*\*\*\* Compensatory Time taken at time and one-half

- 1 Unless additional time is approved in advance by the immediate supervisor, all employees will leave work when their regular allotted hours have been reached.
- 2 Prior approved overtime hours (over 40 hrs) shall be paid at the rate of time and one-half or compensatory time taken at the rate of time and one-half during the same pay periods.
- 3 Lunch time and daily breaks may not be saved to accumulate time off at a later date.
- 4 Each individual must complete his/her own weekly time sheet. Misrepresentation of hours worked may result in termination of employment.

 All Contracts days off       206 & 242 Contract days off       206 Contract days off

Supervisor's Signature \_\_\_\_\_ Employee's initials \_\_\_\_\_

Name \_\_\_\_\_ Work Location \_\_\_\_\_

