

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:

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			
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 _____

JANUARY

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

Total Hours January 2018 _____

*	**	***	****	*****	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Comments

FEBRUARY

Monday			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	20	21	22	23	24	25
26	27	28				

Total Hours February 2018 _____

*	**	***	****	*****	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Comments

MARCH

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 March 2018 _____

*	**	***	****	*****	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Comments

APRIL

Monday						1
2	3	4			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 April 2018 _____

*	**	***	****	*****	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Comments

MAY

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
	29	30	31			

Total Hours May 2018 _____

*	**	***	****	*****	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Comments

JUNE

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 June 2018 _____

*	**	***	****	*****	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Comments

Sick Leave: Days allowed _____

Family health

Vacation: Days allowed _____

Personal Day:
Days Allowed:

Alternative Day:

Bereavement:



All Contracts days off



206 & 242 Contract days off



206 Contract days off