

ELEMENTARY

(time in minutes with Time In and Time Out)

ITHACA CITY SCHOOL DISTRICT  
ITHACA, NEW YORK

MIDDLE/HIGH SCHOOL  
(time in percentage)

PLEASE PRINT CLEARLY

NAME \_\_\_\_\_ DATE PAID BY PAYROLL OFFICE \_\_\_\_\_

BUDGET CODE TO BE CHARGED \_\_\_\_\_ EMPLOYEE NUMBER \_\_\_\_\_

ESTIMATED TOTAL EXPENDITURE \_\_\_\_\_ DESCRIPTION OF DUTIES/WORKSHOP  
*Additional Coverage (description such as playground or cafeteria duty - regular would be 1 prep of 30 min. and 1 lunch of 30 min.)*

HOURLY RATE \_\_\_\_\_ DAILY RATE \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

0.167 for an additional class/period (regular 1.0 would be 5 teaching classes plus 1 duty like study hall or cafeteria with 1 prep and 1 lunch period)

Elementary example for 10/5/19 playground during prep:

Month	Day	Time In	Time Out	# Hrs.
	1			
	2			
	3			
	4			
10	5	9:15	9:45	0.5
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			

MS/HS ex. for 11/18/19 coverage for an addl. 6th period:

Month	Day	Time In	Time Out	# Hrs.
	17			
11	18			.167 6th period
	19			
	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			
	31			
Total				

This is to certify that the services totaling \$ \_\_\_\_\_ and charged in the above Timesheet have actually been performed for the Board of Education, Ithaca, New York; That said Timesheet is just, due and unpaid and that the times and dates are correct and inclusive.

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date Approved \_\_\_\_\_