NAME					CT 32 - MONTHLY PAYROLL TIN							
NAME POSITION BUILDING PAY PERIOD (MM/YY - MM/YY)												
INSTRUCTIONS Use this form to record the hours	HOURS WORKED			LEAVE HOURS	ADDITIONAL HOURS DESCRIPTION	SUPERVISOR USE ONLY						
		Regular	Additional	Hour(s)/ Code	Gate duty, staff meeting, training, etc.	Accounting Unit	Leave Slip					
you worked in the	1											
listed position from the 11th day	2											
of the prior month through the 10th day of the current month. Please	3											
	4											
	5											
round hours worked to the	6											
nearest quarter	7											
hour. Your signature certifies	8											
this is a true and	9											
accurate report of time worked.	10											
Submit your	11											
payroll time sheet to your building or	12											
department supervisor at the end of the 10th day of each	13											
	14											
	15											
month.	16											
Leave Codes: S - Sick, P - Personal, SC - School Closure, UP - Unpaid, JD - Jury Duty, F - Family	17											
	18											
	19											
	20											
(OFLA/FMLA)	21											
	22											
	23											
	24											
	25											
	26											
	27											
	28											
	29											
	30											
	31											
	TOTAL											
EMPLOYEE SIGNAT	TURE				SUPERVISOR SIGNATURE							

NAME BUILDING <i>Transportation</i>					MAPLETON SCHOOL DISTRICT 32 - MONTHLY PAYROLL TIME SHEET  POSITION Bus Driver  PAY PERIOD (MM/YY - MM/YY)							
INSTRUCTIONS	ROUTE HOURS WORKED			LEAVE HOURS			SUPERVISOR USE ONLY					
Use this form to record the hours you worked in the listed position from the 11th day of the prior month through the 10th day of the current month. Please round hours worked to the nearest quarter hour. Your signature certifies this is a true and accurate report of time worked. Submit your payroll time sheet to your building or department supervisor at the end of the 10th day of each month.  Leave Codes: S - Sick R Personal	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 23	AM	PM	Total	LEAVE HOURS Hour(s)/Code	*Time In*	*Time Out*	Hour(s)	*Trip*, Bus wash, training, classified substitute position, etc.	SUPERVISOR USE ON Accounting Unit	Leave	
Sick, P - Personal, SC - School Closure, UP - Unpaid, JD - Jury Duty, F - Family (OFLA/FMLA)	24 25 26 27 28 29 30 31 TOTAL											