

FAIRFIELD LOCAL SCHOOLS

8 Hour Employees - Custodian, Secretary, EMIS Coordinator and Bus Mechanic

Employee Name: _____

Pay Period Ending: _____ Pay Date: _____

"X" one of the boxes below.

Regular Employee OR Substitute

DAY	Date	Start	Stop	Subtotal	Deduct	Total	Working For:
Week #1 of 2	MM/DD/YYYY	Time	Time	Hours	Lunch	Hours	Last Name
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
				TOTAL WEEK #1			
Week #2 of 2							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
				TOTAL WEEK #2			
GRAND TOTAL							

THE SIGNATURES BELOW CERTIFY THIS TO BE A TRUE STATEMENT OF THE ACTUAL HOURS WORKED ON THE JOB EACH DAY DURING THE PAY PERIOD.
I UNDERSTAND THAT FALSIFICATION OF THIS INFORMATION COULD BE GROUNDS FOR IMMEDIATE DISMISSAL.
I have reviewed the Pay Date Calendar information regarding due dates and employee information.

Required Signatures: _____
Employee

Supervisor/Date (Signature indicates review and approval)

The day for Custodians, Secretaries, EMIS Coordinator and Bus Mechanic consists of 8 hours on the job. An uninterrupted lunch break of 30 minutes will be taken.