

CONNEAUT SCHOOL DISTRICT

FOOD SERVICE TIME SHEET

EMPLOYEE'S NAME _____

DEPT/POSITION _____

Building	Date	Starting Time	Ending Time	Regular Hours	Overtime Hours	Other Hours	Comments
TOTAL HOURS							
RATE							
GROSS PAY							

Employee Signature _____

Supervisor's Signature _____

Approved _____

Not Approved _____

In overtime Hours Column, only report hours over 8 hours a day.
Report hours in quarters, not minutes
Ex. 3 hrs 15 min should be reported as 3-1/4 hours

Other Hours Column--This is used for reporting Special hours such as banquet pay (with explanation) or working cook's position instead of helper position.