

**BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303
CLASSIFIED EMPLOYEE TIMESHEET**

Employee: Gary Watanabe Legal name, legibly written
 Location: Wilkes

Month/Year: January 2022
 Position: Swing Shift Custodian
 Reg. Assigned Hrs/Day: 8

Date	Day	Worked Assigned Hours (Informational)	Worked Extra Hours (1.0x)	Worked Overtime (1.5x / 2.0x)	Worked As Sub	Hours Absent	Description/ Explanation	Account Code (For Admin/Office Use)
1								
2								
3	M	0				8	Unpaid leave	If utilizing unpaid leave, it needs to be reported via time sheet for processing. All other leave types (sick, personal, vacation) should be entered in Skyward.
4								
5								
6								
7								
8								
	Sun			5			Grace Church	Indicate a reason for all extra work.
12								
13								
14	F	8		2			BHS OT	Hours worked in excess of 8 hours/day are subject to the overtime rate of pay. If work is performed at another location other than your base assignment, please indicate that in the description.
15								
16								
17								
18								
19	W	5					Roof Work	Although Gary worked a full 8-hour shift on Wednesday, 5 of those hours he was doing roof work. This communicates that he is owed additional roof pay compensation for that time.
20								
21								
22								
23								
24								
25	T	0			8	8	Head Custodian - Blakely	When Gary works in a position that pays at a higher rate than his base assignments, he reports the time as "absent" from his regular position with the number of hours subbed in the sub column.
26	W	0			8	8	Head Custodian - WMS	
27								
28								
29								
30								
31								
Total								<- Total Hours

Indicate the day of the week. This ensures that the correct overtime rate is applied to the hours.

Hours worked in excess of 8 hours/day are subject to the overtime rate of pay.

If work is performed at another location other than your base assignment, please indicate that in the description.

Although Gary worked a full 8-hour shift on Wednesday, 5 of those hours he was doing roof work. This communicates that he is owed additional roof pay compensation for that time.

When Gary works in a position that pays at a higher rate than his base assignments, he reports the time as "absent" from his regular position with the number of hours subbed in the sub column.

Gary Watanabe
 Employee Signature
 My signature certifies that the information is true and correct.

Signed at the end of the month and turned in to his supervisor for approval.

1/31/2022
 Date

Number of hours that I've worked this month.

Administrator Signature

Date