Hillsboro School District Form
Exception Timesheet

Name _____ Employee ID # _____

Department/Location _____ Scheduled Daily Hours _____

Payroll Period _____ through _____ Contract Job Assignment _____

- ■ Licensed
- ☐ Classified
- ☐ Student Worker
- ☐ Grant Funded

Employee Exception Time — Complete the dates worked and exception hours to be paid through the last day of the current period.

- ***Original timesheet (not a copy) must be completed and delivered to Payroll by the 5th of the month following pay period.***
- **All absences must be reported through the SmartFind system.**
- **Do not enter any leave time (sick time, leave without pay, etc.) on this form.**
- **Complete all fields on the top of the form and sign the completed form.**
- **Use separate forms to report work charged to accounts with different authorized signers.**
- **Any time to be accumulated as compensatory (comp) time will be tracked at your site level.**
- **List ONLY authorized additional time to be paid. Do not submit this form to payroll if you are not requesting pay.**

		Reason for Exception Hours					To be Completed by Principal or Director Only			
							Rate Adjustment *(for Payroll use)*			
Date	Hours Worked	Licensed Only *(circle one)*			Extra Duty	Other*	Brief Description of Work Performed	Regular	Overtime	Call Back	Total
		Curriculum	*Home School*	*Per Diem*			Collaboration, Student Assessment, Integration and				
		Curriculum	*Home School*	*Per Diem*			Learning New Standards (see Article 4, Section I of Contract)				
		Curriculum	*Home School*	*Per Diem*			Describe work performed below:				
		Curriculum	*Home School*	*Per Diem*							
		Curriculum	*Home School*	*Per Diem*							
		Curriculum	*Home School*	*Per Diem*							
		Curriculum	*Home School*	*Per Diem*							
		Curriculum	*Home School*	*Per Diem*							
		Curriculum	*Home School*	*Per Diem*							
		Curriculum	*Home School*	*Per Diem*							
		Curriculum	*Home School*	*Per Diem*							
TOTAL											

** Replaces elementary extra duty, athletic activity, and activity timesheets*

I have examined the exception hours entered above and confirm this timesheet is correct.

Employee Signature *Date*

Supervisor/Principal Signature *Date*

Print Name *Date*

Director Signature (if required) *Date*

Print Name

Account Numbers

Hours	Fund	Function	Object	Location	Dept	Sub Acct	Amount
	100	2210	0131	009	000	441	