



# 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					
Date	Hours Worked	Licensed Only <i>(circle one)</i>			Extra Duty	Other*	Brief Description of Work Performed				
		Curriculum	Home School	Per Diem			Regular	Overtime	Call Back	Total	
		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							
		Curriculum	Home School	Per Diem							
		Curriculum	Home School	Per Diem							
		Curriculum	Home School	Per Diem							
		Curriculum	Home School	Per Diem							
<b>TOTAL</b>											

\* 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

\_\_\_\_\_  
Director Signature (if required) Date

\_\_\_\_\_  
Print Name

Account Numbers							
Hours	Fund	Function	Object	Location	Dept	Sub Acct	Amount