

## **Hillsboro School District Form Exception Timesheet**

Name			Employee ID #
Department/Location			Scheduled Daily Hours
Payroll Period	through	Contract Job Assignment	

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 <u>any</u> 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.
- 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 (circle one)			Extra Duty	Other*	Brief Description of Work Performed	Rate Adjustment (fo Regular Overtime Call		ent <i>(for Payı</i> Call Back	<i>(for Payroll use)</i> Ill Back Total	
		Ion-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
		Non-teach	Teach	Per Diem								
ΤΟΤΑΙ						* Renl	aces elementary extra duty, athletic activity, and activity timesheets		-			

TOTAL

Replaces elementary extra duty, athletic activity, and activity timesheets

Date

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

Account Nu						
Hours	Fund	Function	Object	Locati		

Employee Signature

Date

Date

Supervisor/Principal Signature

Director Signature (if required)

Print Name

Print Name

- □ Licensed
- Classified
- Student Worker
- Grant Funded
- Any time to be accumulated as compensatory (comp) time will be tracked at your site level.

Imbers						
Dept	Sub Acct	Amount				
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