

Montrose County School District

930 Colorado Ave
Montrose, CO 81401
252-7911 (Payroll Office)
Fax 249-7173 (if faxed need original form too)

Monthly Time Sheet

(Please fill out in ink and turn in to
your supervisor or building secretary
by the 11th of the month)

Emp. Legal Name: _____ Position: _____

Building/Dept: _____ Account Code: _____

Pay Period: /11/ - /10/ Hourly Rate: _____

Sunday Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours Worked
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(round all hours to the nearest quarter hour and record in decimal form)

I hereby certify that all hours worked during this pay
period have been recorded on this time sheet in accordance
with the Fair Labor Standards Act of 1938, as amended.

Total Hours Worked

Employee Signature:

Date:

Supervisor Signature:

Date:

Time Sheet Instructions:

- * Fill out the time sheet completely and in ink.
- * List individual work days and shift times (round to nearest quarter hour).
- * List the shift time totals in decimal form in the right hand column.
- * List the total hours at the bottom of the page.
- * Do not use white out! Mistakes should be crossed out, rewritten, and initialed by employee and supervisor.
- * The employee must sign and date the bottom of the form after the work has been performed
- * The supervisor must sign and date the bottom of the form after the employee has verified that the work has been performed

Decimal Equivalent

Minutes Decimals

15 = 0.25

30 = 0.50

45 = 0.75