

Pay Roll

Week of _____ thru _____

**Springlake-Earth ISD
Official Record of Time Worked**

Date	Time In	Time Out	Actural Work Time		Standard Work Week	Administrative approval for standard work time
			Hours	Minutes		
Monday					7 not to exceed 8	
Tuesday					7 not to exceed 8	
Wednesday					7 not to exceed 8	
Thursday					7 not to exceed 8	
Friday					7 not to exceed 8	
TOTALS:					33 not to exceed 40	

I hereby certify that the time recorded on this sheet is an accurate reflection of the actual time worked in my assigned role(s) with the Springlake-Earth Independent School District. I understand and agree not to work in excess of the time stated for the job(s) within which I am employed without prior approval from an administrator.

Employee Signature

Date