# TIME DOCUMENTATION WORKSHEET
## Westmont Hilltop School District

**NAME:** _____

**POSITION:** _____

**PAY PERIOD:** _____

**Report Hours in Decimals**

Example:

15 min. = .25 hours

30 min. = .50 hours

45 min. = .75 hours

| DAY OF WEEK | DATE | STARTING TIME | ENDING TIME | SUPPLEMENTAL FUNDING IDEA-B TIME (HOURS) | NON-IDEA TIME (HOURS) | TOTAL TIME (HOURS) |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **GRAND TOTALS** | | | | | | |

_____ _____

Employee Signature Date

Total Hours Worked _____

Rate Per Hour $_____

**Total** **$**_____

_____ _____

Supervisor Signature Date

**Submit To: School District Business Office**

(Business Office Use)

| Account Code: | | |
|---|---|---|

Revised 1/04