



**BOARD OF EDUCATION
CITY OF ALBUQUERQUE
PAYROLL DEPARTMENT**

**WEEKLY TIME SHEET
HOURLY, SUBSTITUTE & MISCELLANEOUS PAY**

Please Note: For all Non-Exempt employees, you must provide the Total Hours and Hourly Rate. An earned amount is not permissible. Please refer to time sheet preparation instruction online at www.aps.edu, select Departments, Finance, Budget, Financial Matters, and then Payroll for a listing of types of employees who are Non-Exempt.

WEEK ENDING																													
MO.	DAY	YR.	ENTER DATE BELOW																										
LOC NO.	NAME OF LOCATION				WORK PERFORMED				ENTER DAILY HOURS BELOW																				
EMPLOYEE No.	EMPLOYEE NAME	CO:	ACCT. UNIT	ACCOUNT	PAY CODE	EARNED AMOUNT	HOURLY RATE	TOTAL HOURS	S	A	T	S	U	N	M	O	N	T	U	E	W	E	D	T	H	R	F	R	I
TOTAL																													

INSTRUCTIONS:

- Regularly scheduled hourly employees - use Pay Code 001
- All other Schedules -- use Pay Code 010
- All Overtime Pay needs to be on the Weekly Overtime Sheet

Hours – Enter as *the following*:

- 1-15 minutes= .25
- 16-30 minutes= .50
- 31-45 minutes= .75
- 46-60 minutes= 1.0

Supervisor Must Sign & Print Name

Before submitting this time sheet for payment, make sure all of the following are complete: Week Ending, Location Number and Name, Work Performed, Employee Number and Name, Cost Account, Pay Code, Earned Amount OR Hourly Rate and Total Hours.

EMPLOYEE'S SIGNATURE
SUPERVISOR'S SIGNATURE
SUPERVISOR'S NAME "PRINTED"