

**Lisbon School Department Time Card**

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Position: \_\_\_\_\_ Pay Period Ending: \_\_\_\_\_

(Lunch)

Date	Time In	Time Out	Time In	Time Out	Hours Worked	Comp Time Earned	Comp Time Used
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Hours: \_\_\_\_\_

(Lunch)

Date	Time In	Time Out	Time In	Time Out	Hours Worked	Comp Time Earned	Comp Time Used
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Hours: \_\_\_\_\_

Total for Pay Period: \_\_\_\_\_

Explanation of Overtime: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_

Indicate: Personal Time= P, Sick Time= S, Vacation Time= V, Bereavement Time= B, Planned Sick= PS, Family Sick= FS

**For Central Office Use Only.**

Comp Time to be banked: \*\* \_\_\_\_\_

\*\* Comp Time banked will be converted to one and a half time by the Central Office Staff.

e.g. 2 hrs. = 3 hrs.