**(SCHOOL DISTRICT)**

**PAYROLL VOUCHER**

**NAME: _____** **POSITION: _____**

| Month Yr. Date | Regular Schedule From | To | From | To | Hours | Shift Diff. | Overtime From | To | Hours | Explanation of over-time or absence | Staff Absence Request Form |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Sat. | | | | | | | | | | | |
| Sun. | | | | | | | | | | | |
| Mon. | | | | | | | | | | | |
| Tues. | | | | | | | | | | | |
| Wed. | | | | | | | | | | | |
| Thurs. | | | | | | | | | | | |
| Fri. | | | | | | | | | | | |
| Sat. | | | | | | | | | | | |
| Sun. | | | | | | | | | | | |
| Mon. | | | | | | | | | | | |
| Tues. | | | | | | | | | | | |
| Wed. | | | | | | | | | | | |
| Thurs. | | | | | | | | | | | |
| Fri. | | | | | | | | | | | |
| | | | | | | | **Total** | | **Hours** | | |

_____ _____

Principal or Supervisor Signature Director Signature