

TIMESHEETS 2019-2020

These timesheets are set up with multiple rows for each day, if you do not need the extra rows, just ignore them. Sundays and Saturdays are shaded so it is easier to tell which row you are on. The rows for holidays and election days are also shaded to remind employees that these are paid days off. As always, you do NOT enter time worked on a paid day off unless you actually came in and worked that day. Just leave the row blank for the holiday or election day. Snow days are not shaded on the timesheets. When we have a snow or inclement weather day just note it on the row and DO NOT enter any time worked ***unless you actually came in and worked***. The ** days are included on the timesheets (shaded) and are non-work days for employees with a contract for 200 days. Employees with contracts for more than 200 days (201 - 261) will use an OCD day or other leave day in order to be off on the ** days.

All timesheets are required to be submitted to your supervisor at the end of your workday at the end of the week (i.e. Friday before you go home every week). All timesheets must be submitted to the payroll office by the Tuesday morning following the end of the prior week (i.e. every Tuesday morning timesheets must be submitted).

- 1 Complete the basic information at the top, full legal name, school or department where you work and employee identification number.
- 2 **You are required to report the actual hours worked (including 30 min. for lunch) based on the start and stop times for each day.**
On each day write in the actual time you started work and the actual time you stopped work for the first part of your shift.
- 3 Figure up the hours worked, **add in the 30 minutes for meal break** and write this total in under "Sub-total" for the " First half of shift." Use actual hours and minutes. Do not round.
- 4 Figure up the hours worked for the second half of the shift and write this total in under "Sub-total" for the " Second half of shift " part of the time sheet. Use actual hours and minutes. Do not round.
- 5 For each day add the hours and minutes worked for each half of the shift together and write it in under "Total for the day". It is the responsibility of the employee to total up the hours for the week.
- 6 When you are absent, do not write in a start and stop time. List the absence code and hours under " Leave Used." Use "4" hours for a half day and "8" hours for a full day regardless of the actual number of hours you are scheduled to work.
- 7 If you work part of a day, write down the actual hours worked for the part of the day you worked and then note the absence code for the part of the day you were off. Remember, an absence for any amount of time up to 3.5 hours uses a half day of leave and an absence of more than 3.5 hours uses a whole day of leave. Absence codes can only be used in half day or whole day increments.
- 8 If you perform extra duties during the day (whether extra-duty, extra-curricular, or overtime), enter the hours on a separate line from your normal duties. Total the hours in the column marked "OT/Extra Duty" and provide a detailed description of the work performed. **Remember, all overtime is to be approved in advance of work being performed.** Your supervisor must sign off on all overtime listed.
- 9 Sign and date the timesheet and submit to your supervisor for approval. **Timesheets without the supervisor's signature and date can not be processed.**

ABSENCE CODES

Use the following absence codes to complete weekly time record:

- SL** - Sick/Personal Illness/Injury - Claims in excess of 3 days, in any one illness, require certification by a physician or the Superintendent
- BER** - Death in Immediate Family (Indicate relationship) - This is a use of your SICK days Limited to 3 consecutive days, in any one case
- PP** - Personal Day (a day off for any reason) - These are separate from your SICK days. Cannot be consecutive without authorization of principal/immediate supervisor. Must be approved by the Superintendent/Designee prior to leave, unless in case of an emergency.
- PROF** - Professional Leave - must be approved by the Superintendent/Designee, prior to leave (Prior approval must be by submitting a PROFESSIONAL LEAVE REQUEST FORM)
- OCD** - Outside Calendar Days
- VAC** - Vacation Day (only applies to employees with a 250/261 day contract)
- WCOMP** - Time missed due to work related injury
- MIL** - Military Leave (Orders are required)
- JURY** - Jury Duty (Copy of payment and summons are required)
- MAT** - Maternity Leave
- LOA** - Leave of Absence - unpaid leave of absence approved by the Board

*****Substitute Pay, Overtime, Extra Duty/Extra Curricular*****

Timesheet	Pay Period	Pay Day
1	Jul 1 - 6	Jul 26
2	Jul 7 - 13	
3	Jul 14 - 20	Aug 14
4	Jul 21 - 27	
5	Jul 28 - Aug 3	Aug 28
6	Aug 4 - 10	
7	Aug 11 - 17	
8	Aug 18 - 24	Sep 13
9	Aug 25 - 31	
10	Sep 1 - 7	Sep 27
11	Sep 8 - 14	
12	Sep 15 - 21	Oct 14
13	Sep 22 - 28	
14	Sep 29 - Oct 5	Oct 28
15	Oct 6 - 12	
16	Oct 13 - 19	Nov 14
17	Oct 20 - 26	
18	Oct 27 - Nov 2	Nov 27
19	Nov 3 - 9	
20	Nov 10 - 16	Dec 13
21	Nov 17 - 23	
22	Nov 24 - 30	
23	Dec 1 - 7	Dec 27
24	Dec 8 - 14	
25	Dec 15 - 21	Jan 14
26	Dec 22 - 28	
27	Dec 29 - Jan 4	Jan 28
28	Jan 5 - 11	
29	Jan 12 - 18	Feb 14
30	Jan 19 - 25	
31	Jan 26 - Feb 1	Feb 28
32	Feb 2 - 8	
33	Feb 9 - 15	
34	Feb 16 - 22	Mar 13
35	Feb 23 - 29	
36	Mar 1 - 7	Mar 27
37	Mar 8 - 14	
38	Mar 15 - 21	Apr 14
39	Mar 22 - 28	
40	Mar 29 - Apr 4	Apr 28
41	Apr 5 - 11	
42	Apr 12 - 18	May 14
43	Apr 19 - 25	
44	Apr 26 - May 2	May 28
45	May 3 - 9	
46	May 10 - 16	Jun 12
47	May 17 - 23	
48	May 24 - 30	Jun 26
49	May 31 - Jun 6	
50	Jun 7 - 13	
51	Jun 14 - 20	Jul 14
52	Jun 21 - 27	
53	Jun 28 - 30	

*****The TCBOE Finance Dept reserves the right to change this schedule at any time throughout the year*****

TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	JUL Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun				30 min									
Mon	1			30 min						OCD	8:00		
Tue	2	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:00 PM	2:30	7:30				
Wed	3			30 min						OCD	8:00		
Thur	4 4th of July			30 min						HOL			
Fri	5			30 min						OCD	8:00		
Sat	6			30 min									
Total									07:30		0:24:00		

I hereby certify that this is a true and accurate representation of all hours worked on behalf of the Tucker County Board of Education during the designated work week.

Employee's Signature: _____ Date: _____ Supervisor's Signature: _____ Date: _____

FINANCE OFFICE USE ONLY

Note: Any changes must be initialed by both employee and supervisor.

RATE _____ RATE _____ RATE _____
 CODE _____ CODE _____ CODE _____

ABSENCE ENT'D DATE: _____

DATE PAID: _____

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	7			30 min									
Mon	8	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:30 PM	3:00	8:00				
						4:00 PM	6:00 PM	2:00			2:00	BOARD MEETING	
Tue	9	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:00 PM	2:30	7:30				
Wed	10	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:00 PM	2:30	7:30				
Thur	11	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:00 PM	2:30	7:30				
Fri	12			30 min						OCD	8:00		
Sat	13			30 min									
Total									30:30		08:00	02:00	

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	14			30 min									
Mon	15	7:45 AM	12:00 PM	30 min	4:45	12:30 PM	3:00 PM	2:30	7:15				
Tue	16	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:00 PM	2:30	7:30				
Wed	17	7:45 AM	12:00 PM	30 min	4:45	12:30 PM	3:45 PM	3:15	8:00				
Thur	18	8:00 AM	12:00 PM	30 min	4:30	12:30 PM	3:00 PM	2:30	7:00				
Fri	19			30 min						OCD	8:00		
Sat	20			30 min									
Total									29:45		08:00		

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	21			30 min									
Mon	22	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:30 PM	3:00	8:00				
						4:00 PM	6:00 PM	2:00			2:00	BOARD MEETING	
Tue	23	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:15 PM	2:45	7:45				
Wed	24	7:15 AM	12:00 PM	30 min	5:15	12:30 PM	3:00 PM	2:30	7:45				
Thur	25	7:45 AM	12:00 PM	30 min	4:45	12:30 PM	3:00 PM	2:30	7:15				
Fri	26			30 min						OCD	8:00		
Sat	27			30 min									
Total									30:45		08:00	02:00	

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SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	JUL-AUG Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	28			30 min									
Mon	29	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:30 PM	3:00	8:00				
						4:00 PM	5:00 PM	1:00			1:00	BOARD MEETING	
Tue	30	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:30 PM	3:00	8:00				
Wed	31	7:45 AM	12:00 PM	30 min	4:45	12:30 PM	3:00 PM	2:30	7:15				
Thur	1	8:00 AM	12:00 PM	30 min	4:30	12:30 PM	4:00 PM	3:30	8:00			Fairmont - Cert List Training	
Fri	2			30 min						OCD	8:00		
Sat	3			30 min									
Total									31:15		08:00	01:00	

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	4			30 min									
Mon	5	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:30 PM	3:00	8:00				
						4:00 PM	5:30 PM	1:30			1:30	BOARD MEETING	
Tue	6	7:45 AM	12:00 PM	30 min	4:45	12:30 PM	3:00 PM	2:30	7:15				
Wed	7	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:30 PM	3:00	8:00				
Thur	8	7:45 AM	12:00 PM	30 min	4:45	12:30 PM	3:45 PM	3:15	8:00				
Fri	9			30 min						OCD	8:00		
Sat	10			30 min									
Total									31:15		08:00	01:30	

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	11			30 min									
Mon	12	7:45 AM	12:00 PM	30 min	4:45	12:30 PM	3:45 PM	3:15	8:00				
Tue	13	7:30 AM	12:00 PM	30 min	5:00	12:30 PM	3:30 PM	3:00	8:00				
Wed	14	8:00 AM	12:00 PM	30 min	4:30	12:30 PM	4:00 PM	3:30	8:00				
Thur	15	7:45 AM	12:00 PM	30 min	4:45	12:30 PM	3:45 PM	3:15	8:00				
Fri	16			30 min						OCD	8:00		
Sat	17			30 min									
Total									32:00		08:00		

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	18			30 min									
Mon	19	8:00 AM	12:00 PM	30 min	4:30	12:30 PM	4:00 PM	3:30	8:00				
						4:00 PM	5:30 PM	1:30			1:30	BOARD MEETING	
Tue	20	7:15 AM	12:00 PM	30 min	5:15	12:30 PM	3:15 PM	2:45	8:00				
Wed	21			30 min						OCD	8:00		
Thur	22			30 min						OCD	8:00		
Fri	23			30 min						OCD	8:00		
Sat	24			30 min									
Total									16:00		24:00	01:30	

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SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

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Day of the week	AUG Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	25			30 min									
Mon	26	7:45 AM	12:00 PM	30 min	4:45	12:30 PM	3:45 PM	3:15	8:00				
Tue	27			30 min									
Wed	28			30 min									
Thur	29			30 min						OCD	8:00		
Fri	30			30 min						OCD	8:00		
Sat	31			30 min									
Total									08:00		16:00		

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SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	SEP Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	1			30 min									
Mon	2 Labor Day			30 min						HOL			
Tue	3			30 min									
Wed	4			30 min									
Thur	5			30 min									
Fri	6			30 min									
Sat	7			30 min									
Total													

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	8			30 min									
Mon	9			30 min									
Tue	10			30 min									
Wed	11			30 min									
Thur	12			30 min									
Fri	13			30 min									
Sat	14			30 min									
Total													

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	15			30 min									
Mon	16			30 min									
Tue	17			30 min									
Wed	18			30 min									
Thur	19			30 min									
Fri	20			30 min									
Sat	21			30 min									
Total													

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	22			30 min									
Mon	23			30 min									
Tue	24			30 min									
Wed	25			30 min									
Thur	26			30 min									
Fri	27			30 min									
Sat	28			30 min									
Total													

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FISCAL YEAR 2019-2020

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School / Department: TCBOE/Exec Secretary

ID # 0720

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	29			30 min									
Mon	30			30 min									
Tue	1			30 min									
Wed	2			30 min									
Thur	3			30 min									
Fri	4			30 min									
Sat	5			30 min									
Total													

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Employee's Signature: _____ Date: _____ Supervisor's Signature: _____ Date: _____

FINANCE OFFICE USE ONLY **Note: Any changes must be initialed by both employee and supervisor.**

RATE _____ RATE _____ RATE _____

CODE _____ CODE _____ CODE _____

ABSENCE ENT'D DATE: _____

DATE PAID: _____

TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	OCT Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	6			30 min									
Mon	7			30 min									
Tue	8			30 min									
Wed	9			30 min									
Thur	10			30 min									
Fri	11			30 min									
Sat	12			30 min									
Total													

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CODE _____ CODE _____ CODE _____

ABSENCE ENT'D DATE: _____

DATE PAID: _____

TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	OCT Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	13			30 min									
Mon	14			30 min									
Tue	15			30 min									
Wed	16			30 min									
Thur	17			30 min									
Fri	18			30 min									
Sat	19			30 min									
Total													

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CODE _____ CODE _____ CODE _____

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	OCT Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	20			30 min									
Mon	21			30 min									
Tue	22			30 min									
Wed	23			30 min									
Thur	24			30 min									
Fri	25			30 min									
Sat	26			30 min									
Total													

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CODE _____ CODE _____ CODE _____

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DATE PAID: _____

TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	OCT-NOV Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	27			30 min									
Mon	28			30 min									
Tue	29			30 min									
Wed	30			30 min									
Thur	31			30 min									
Fri	1			30 min									
Sat	2			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	NOV Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	3			30 min									
Mon	4			30 min									
Tue	5			30 min									
Wed	6			30 min									
Thur	7			30 min									
Fri	8			30 min									
Sat	9			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	NOV Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	10			30 min									
Mon	11 Veteran's Day			30 min						HOL			Thank you Veterans!
Tue	12			30 min									
Wed	13			30 min									
Thur	14			30 min									
Fri	15			30 min									
Sat	16			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	NOV Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	17			30 min									
Mon	18			30 min									
Tue	19			30 min									
Wed	20			30 min									
Thur	21			30 min									
Fri	22			30 min									
Sat	23			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	NOV Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	24			30 min									
Mon	25 **			30 min									
Tue	26 **			30 min									
Wed	27 **			30 min									
Thur	28 Thanksgiving Day			30 min					HOL			Happy Thanksgiving!	
Fri	29 **			30 min									
Sat	30			30 min									
Total													

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CODE _____ CODE _____ CODE _____

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	DEC Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	1			30 min									
Mon	2			30 min									
Tue	3			30 min									
Wed	4			30 min									
Thur	5			30 min									
Fri	6			30 min									
Sat	7			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	DEC Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	8			30 min									
Mon	9			30 min									
Tue	10			30 min									
Wed	11			30 min									
Thur	12			30 min									
Fri	13			30 min									
Sat	14			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

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Day of the week	DEC Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	15			30 min									
Mon	16			30 min									
Tue	17			30 min									
Wed	18			30 min									
Thur	19			30 min									
Fri	20			30 min									
Sat	21			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

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Day of the week	DEC Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	22			30 min									
Mon	23 **			30 min									
Tue	24 **			30 min									
Wed	25 Christmas Day			30 min						HOL		Merry Christmas!	
Thur	26 **			30 min									
Fri	27 **			30 min									
Sat	28			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	DEC-JAN Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	29			30 min									
Mon	30 **			30 min									
Tue	31 **			30 min									
Wed	1 New Year's Day			30 min					HOL				Happy New Year!
Thur	2			30 min									
Fri	3			30 min									
Sat	4			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	JAN Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	5			30 min									
Mon	6			30 min									
Tue	7			30 min									
Wed	8			30 min									
Thur	9			30 min									
Fri	10			30 min									
Sat	11			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

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Day of the week	JAN Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	12			30 min									
Mon	13			30 min									
Tue	14			30 min									
Wed	15			30 min									
Thur	16			30 min									
Fri	17			30 min									
Sat	18			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	JAN Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	19			30 min									
Mon	20 Martin Luther King Jr Holiday			30 min						HOL			
Tue	21			30 min									
Wed	22			30 min									
Thur	23			30 min									
Fri	24			30 min									
Sat	25			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	JAN -FEB Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	26			30 min									
Mon	27			30 min									
Tue	28			30 min									
Wed	29			30 min									
Thur	30			30 min									
Fri	31			30 min									
Sat	1			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	FEB Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	2			30 min									
Mon	3			30 min									
Tue	4			30 min									
Wed	5			30 min									
Thur	6			30 min									
Fri	7			30 min									
Sat	8			30 min									
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FISCAL YEAR 2019-2020

Employee Name: Debra Fike

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Day of the week	FEB Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	9			30 min									
Mon	10			30 min									
Tue	11			30 min									
Wed	12			30 min									
Thur	13			30 min									
Fri	14			30 min									
Sat	15			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	FEB Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	16			30 min									
Mon	17			30 min									
Tue	18			30 min									
Wed	19			30 min									
Thur	20			30 min									
Fri	21			30 min									
Sat	22			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	FEB Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	23			30 min									
Mon	24			30 min									
Tue	25			30 min									
Wed	26			30 min									
Thur	27			30 min									
Fri	28			30 min									
Sat	29			30 min									
Total													

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FINANCE OFFICE USE ONLY **Note: Any changes must be initialed by both employee and supervisor.**

RATE _____ RATE _____ RATE _____

CODE _____ CODE _____ CODE _____

ABSENCE ENT'D DATE: _____

DATE PAID: _____

TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	MAR Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	1			30 min									
Mon	2			30 min									
Tue	3			30 min									
Wed	4			30 min									
Thur	5			30 min									
Fri	6			30 min									
Sat	7			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	MAR Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	8			30 min									
Mon	9			30 min									
Tue	10			30 min									
Wed	11			30 min									
Thur	12			30 min									
Fri	13			30 min									
Sat	14			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	MAR	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
	Date	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	15			30 min									
Mon	16			30 min									
Tue	17			30 min									
Wed	18			30 min									
Thur	19			30 min									
Fri	20			30 min									
Sat	21			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	MAR	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
	Date	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	22			30 min									
Mon	23			30 min									
Tue	24			30 min									
Wed	25			30 min									
Thur	26			30 min									
Fri	27			30 min									
Sat	28			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	MAR-APR Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	29			30 min									
Mon	30			30 min									
Tue	31			30 min									
Wed	1			30 min									
Thur	2			30 min									
Fri	3			30 min									
Sat	4			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	APR Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	5			30 min									
Mon	6			30 min									
Tue	7			30 min									
Wed	8 **			30 min									
Thur	9 **			30 min									
Fri	10 **			30 min								Good Friday!	
Sat	11			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	12			30 min									Happy Easter!
Mon	13			30 min									
Tue	14			30 min									
Wed	15			30 min									
Thur	16			30 min									
Fri	17			30 min									
Sat	18			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	APR Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	19			30 min									
Mon	20			30 min									
Tue	21			30 min									
Wed	22			30 min									
Thur	23			30 min									
Fri	24			30 min									
Sat	25			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	APR-MAY Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	26			30 min									
Mon	27			30 min									
Tue	28			30 min									
Wed	29			30 min									
Thur	30			30 min									
Fri	1			30 min									
Sat	2			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	MAY Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	3			30 min									
Mon	4			30 min									
Tue	5			30 min									
Wed	6			30 min									
Thur	7			30 min									
Fri	8			30 min									
Sat	9			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	10			30 min									
Mon	11			30 min									
Tue	12 Election Day			30 min						HOL			
Wed	13			30 min									
Thur	14			30 min									
Fri	15			30 min									
Sat	16			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	17			30 min									
Mon	18			30 min									
Tue	19			30 min									
Wed	20			30 min									
Thur	21			30 min									
Fri	22			30 min									
Sat	23			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

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Day of the week	MAY Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	24			30 min									
Mon	25 Memorial Day			30 min						HOL			
Tue	26			30 min									
Wed	27			30 min									
Thur	28			30 min									
Fri	29			30 min									
Sat	30			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	MAY-JUN Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	31			30 min									
Mon	1			30 min									
Tue	2			30 min									
Wed	3			30 min									
Thur	4			30 min									
Fri	5			30 min									
Sat	6			30 min									
Total													

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TUCKER COUNTY BOARD OF EDUCATION

SERVICE PERSONNEL TIMESHEET

FISCAL YEAR 2019-2020

Employee Name: Debra Fike

School / Department: TCBOE/Exec Secretary

ID # 0720

Day of the week	JUN Date	First half of shift				Second half of shift			Total for the day (Hour/Min.)	Leave Code Used	Leave Hours (8 or 4)	Extra Duty (Hour/Min.)	Description of OT / Extra Duty Activities Performed
		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	7			30 min									
Mon	8			30 min									
Tue	9			30 min									
Wed	10			30 min									
Thur	11			30 min									
Fri	12			30 min									
Sat	13			30 min									
Total													

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FISCAL YEAR 2019-2020

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	14			30 min									
Mon	15			30 min									
Tue	16			30 min									
Wed	17			30 min									
Thur	18			30 min									
Fri	19			30 min						HOL			Happy Birthday West Virginia!
Sat	20			30 min									WV Day!
Total													

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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	21			30 min									
Mon	22			30 min									
Tue	23			30 min									
Wed	24			30 min									
Thur	25			30 min									
Fri	26			30 min									
Sat	27			30 min									
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		Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Meal Break	Sub-total (Hour/Min.)	Start Time (Hour/Min.)	Stop Time (Hour/Min.)	Sub-total (Hour/Min.)					
Sun	28			30 min									
Mon	29			30 min									
Tue	30			30 min									
Wed				30 min									
Thur				30 min									
Fri				30 min									
Sat				30 min									
Total													

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