



REGULAR EMPLOYEE TIME SHEET

NEWBERG SCHOOL DISTRICT
 714 East Sixth Street
 Newberg, OR 97132
 Payroll Office (503) 554-5008

NAME	EMPLOYEE NUMBER
SCHOOL	POSITION

DATE	DUTIES PERFORMED	HOURS	RATE	BUDGET UNIT	ACCOUNT
	Total hours this pay period				

I certify this information is a true report of time worked:

Employee Signature	Date	Supervisor Signature (Required for processing)	Date
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Time sheets are due in the Payroll Office on the Payroll cut off dates. Time worked after the Payroll cutoff date will be paid the following month.