



DE LA SALLE NORTH  
CATHOLIC HIGH SCHOOL

PHONE (503) 285-9385  
FAX (503) 296-2366

TIME SHEET DEADLINE:  
By 5:00 p.m. on Mondays

**WEEKLY TIME SHEET**

INTERN NAME		INTERN PHONE NUMBER			
SPONSOR NAME		WEEK END DATE			

DAY	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS
SUN					
MON					
TUES					
WED					
THUR					
FRI					
SAT					
<b>TOTAL HOURS WORKED</b> (Round to the Nearest 1/4 Hour)				HOURS	MINUTES

I hereby certify that all information given here is a true account of the hours worked by me during the dates indicated.

INTERN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**x** SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**x** COMMENTS: \_\_\_\_\_

**INSTRUCTIONS**

**How to complete your Weekly Time Sheet**

Here is an **example** of a properly completed time sheet:

INTERN NAME Mary Smith		INTERN PHONE NUMBER 503-555-1234			
SPONSOR NAME Bank of DLSNC		WEEK END DATE 03/29/2008			
DAY	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS
SUN	03/23/08				
MON	03/24/08				
TUES	03/25/08				
WED	03/26/08	8 : 00	4 : 30	1 : 00	7 : 30
THUR	03/27/08	8 : 30	4 : 45	0 : 30	7 : 45
FRI	03/28/08				
SAT	03/29/08				
<b>TOTAL HOURS WORKED</b> (Round to the Nearest 1/4 Hour)				HOURS	MINUTES
				15	15

- Make as many copies as you need
- Fill in your name, phone number, and sponsor name
- Use the date of the Saturday that ends the week for "Week End Date"
- Fill in the date, time started and time finished for each day you worked
- Subtract your lunch hour ("Less Lunch") before totaling your daily hours ("Total Hours")
- Draw a line through the days you did not work
- Total your weekly hours ("Total Hours Worked") and round to the nearest quarter hour (i.e. 0:00, 0:15, 0:30, and 0:45)
- After completing your work for the week, sign the time sheet and then obtain your supervisor's signature
- Fax your completed time sheet to (503) 296-2366
- To ensure timely submission of time sheets, time sheets are due by 5:00 pm on Monday of the following week (for the above example, the time sheet is due on 03/31/2008)

Please note that we can only process paychecks from legible, properly completed, and signed time sheets. You also must have a completed I-9 and W-4 on file before working, and thus before receiving a paycheck.

Payday is semi-monthly on the 15<sup>th</sup> and on the last day of each month. If a payday occurs on a weekend or holiday, payday is moved up to the last business day that proceeds the weekend or holiday. During summer vacation, paychecks are mailed the day prior to payday, and if there are no mail delays, should be received on payday. Check the address on your paycheck; if it is incorrect, it is your responsibility to let us know. The payroll system is separate from the school system and is not automatically updated. When school is in session, paychecks are available for pickup on payday.

Paychecks are processed three business days prior to payday and we only issue paychecks for work weeks that have ended prior to processing payroll. This means that you will not necessarily receive pay for all days worked prior to payday. Time worked for weeks not ended by the time payroll is processed will be on your next paycheck. It is a good idea to keep copies of your time sheets to use the payroll schedule to understand which weeks you have received pay and which weeks pay is outstanding.