



Payroll Reconciliation Sheet

Employee Name: _____

Pay Period End Date: _____

*(Must be submitted to **SCHOOL OFFICE** in same pay period as time worked or taken off)*

*Use this form to report adjustments to your normal work schedule. For example, use this for pre-approved Over Time, Paid Time Off, Extra Duty or any other payroll scenarios not supported by TimeClock Plus. NOTE: Paid time off (personal, sick, vacation) **MUST be entered in to AESOP in addition to being adjusted here.** TimeClock Plus does not record Paid Time Off, only time clocked IN and OUT.*

Date	Adjustment Reason	Start Time	End Time	Total Hours
Total Hours				

I certify this is a true and accurate record of my time worked for the period described above. Falsification of time sheets is a serious infraction which may result in termination from employment.

Employee Signature: _____

Date: _____

Administrator's Signature: _____

Date: _____

Location: _____

Account Charged: _____

Entered into TCP and sent to Payroll by: _____