1. Fill in your name – First then last name
2. Fill in the LAST 4 digits of your Social Security number
3. Enter school location number
4. Ender date
5. Complete Date column
6. Enter Hours worked
   Example:
   a. If you worked one hour and 15 minutes, enter 1.25
   b. If you worked 1 hour and 30 minutes, enter 1.5
   c. If you worked 1 hour and 45 minutes, enter 1.75
7. Enter account number
8. Ender job description: ex: after school tutoring
9. Sign on employee line
10. Have Supervisor sign
11. Forward to Human Resources to get HR Approval
12. After all signatures are obtained, forward to Payroll for processing
13. Please refer to payroll schedule for cut off dates

EMPLOYEE NAME	SOC. SEC. NO.	SCHOOL	MO. / YR.	CONTRACT HOURS
KERRI GRAY	5555	058	01 / 20	

HOBBS MUNICIPAL SCHOOLS - HOURLY TIME REPORT

WEEK DAY	DATE	HOURS % DAY	P-PAY C-COMP	R-REG O-O.T.	ACCOUNTING CLASSIFICATION	EXPLANATION OF WORK PERFORMED
SATURDAY					11000 E 1000 51100 1010 058 1411 17900 00000	
SUNDAY						
MONDAY	01/06	1.5		9⁵⁰		after School tutoring
TUESDAY	01/07	2.75		9⁵⁰		
WEDNESDAY	01/08	1.25		9⁵⁰		
THURSDAY	01/09	1.5		9⁵⁰		
FRIDAY	01/10	2.5		9⁵⁰		

NOTE
HARD COPY TO BUSINESS OFFICE ON FRIDAY

P-PAYROLL (9.5)
C-COMPENSATION

R-REGULAR HOURLY RATE
O-OVERTIME RATE

Supervisor — SUPERVISOR

Kerri Gray — EMPLOYEE

H.R. — PERSONNEL DIRECTOR

OMG - #0987