

**MARLBORO CENTRAL SCHOOL DISTRICT**

**FULL TIME EMPLOYEE - FOOD SERVICE DEPARTMENT - TIME CARD**

**2020-2021**

*Food Service Time Cards 2020-21*

<b>Name:</b>		<b>Title:</b>		<b>Hourly Rate:</b> \$ _____/hour	<i>Employee: By signing you are certifying all information is true and a correct reporting of time worked and you have taken a 1/2 hour lunch for every day worked in excess of 6 hours.</i>	
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<b>Home School:</b>		<b>Regular Hours:</b>		<b>Employee's Signature:</b>		DATE
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		<i>Regular Appointed Hours</i>			<i>Overtime Hours</i>			<i>Reason (for overtime hours)</i>	
<u>Day</u>	<u>Date</u>	<u>In</u>	<u>Out</u>	<u>Total</u>	<u>In</u>	<u>Out</u>	<u>Total</u>		
MON									
TUE									
WED									
THU									
FRI									
SAT									
SUN									
		<i>Total Weekly Regular Hours</i>			<i>Total Weekly OT Hours</i>				

MON									
TUE									
WED									
THU									
FRI									
SAT									
SUN									
		<i>Total Weekly Regular Hours</i>			<i>Total Weekly OT Hours</i>				

<b>Budget Code C 2860 160</b>		*Total OT Hours	Totals hours* must be completed by Employee
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<b>Director of Food Service:</b>		DATE	Comments: Employee is responsible for completing all required information. Failure to complete all required fields can result in delay of payment for work performed. Administrator's signature signifies the responsible supervisory administrator attests this time sheet is filled in accurately.
<b>Asst. Supt. For Business &amp; Finance</b>		DATE	