



**MILWAUKEE  
PUBLIC SCHOOLS**

Milwaukee Public Schools  
Department of Recreation and  
Community Services

# **PART-TIME RECREATION EMPLOYEE**

Appendix H –  
Payroll/Timecard Procedures

# TIME CARD PROCEDURES

**MILWAUKEE PUBLIC SCHOOLS**

DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

**PART-TIME SEASONAL EMPLOYEE TIMESHEET**

Pay Date: **1**

Employee Name: **2**

Employee ID: **3**

Job Title: **4**

Job Code: **5**

Location: **6**

Budget Code: **7**

**8** MORNING AFTERNOON EVENING **9**

Date	MORNING		AFTERNOON		EVENING		TOTAL HOURS	Signature
	Time IN	Time OUT	Time IN	Time OUT	Time IN	Time OUT		
SU								
M								
T								
W								
TH								
F								
SA								
WEEK #1								
SU								
M								
T								
W								
TH								
F								
SA								
WEEK #2								
TOTAL HOURS WORKED								<b>10</b>

Principal / Clerk Signature \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

## EXPLAIN CHANGE OF HOURS ON BACK

The following steps must be completed. Incorrectly filled out timesheets will NOT be paid until corrected. Use pen (black or blue ink preferred) only - NOT pencil, magic marker, etc. It is your responsibility to see that time cards are filled out correctly and turned in to your supervisor. Timesheets can be filled out and emailed electronically (confirm this process with your supervisor/s).

**FILL IN:**

1. Pay Date (pay check date / two week delay)
2. Employee Name (Your full name)
3. Employee ID (MPS ID # - NOT Social Security Number)
4. Job Title
5. Job Code (8501, 8502, 8503, 8504, 8505, 8506, 8507, 8508, 8519, 8520)
6. Location
7. Budget Code (\_\_\_\_\_-0-0-PRC-\_\_\_\_\_-EWRC or EWPT)  
(Enter Function Code) (Enter YOUR location Code)
8. Date (enter in dates worked, corresponding to 1<sup>st</sup> and 2<sup>nd</sup> weeks of payroll)
9. Total Hours (use decimals (.25 / .5 / .75 / 1.) when figuring hours not fractions)
10. Total Hours Worked (total two weeks of hours worked)

**PLEASE NOTE: Falsification of time cards may be grounds for dismissal.**