

PLEASANT LOCAL SCHOOLS

1107 Owens Road West
Marion, Ohio 43302
Phone: 740/389-4476 Fax: 740/389-6985

PAYROLL TIME SHEET

Employee Name (printed) _____

Type of Work

- | | |
|-----------------------|-------------------|
| _____ Teacher | _____ Tutor |
| _____ Aide | _____ Bus Driver |
| _____ Cook/Dishwasher | _____ Custodian |
| _____ Secretary | _____ Other _____ |

_____ Coach/Advisor (A detailed list of days and hours worked must accompany time sheet for all coaches/advisors not otherwise employed as regular school district employees.)

Building _____ **Regular Employee (if substituting)** _____

Date	Job Assignment	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ **Days @** _____ **per day**
_____ **Hours @** _____ **per hour**

Account # _____

As an employee of Pleasant Local School District, I understand that I am eligible to participate in the Pleasant Local School District Section 403(b) Plan. The Plan permits employees to elect to defer a portion of their salary or wages on a pre-tax basis. I have received a copy of the Employee Plan Summary and I understand I must contact the Treasurer's Office to complete a Salary Reduction Agreement if I am interested in participating in this plan.

Employee Signature _____ **Date** _____

Supervisor Approval _____ **Date** _____