

**ATTENTION
EXTENDED YEAR EMPLOYMENT
TIME SHEET (EYE)**

**SCHOOL/OFFICE PAYROLL
TIMEKEEPER**

**ONLY TEACHERS WHO HAVE BEEN ASSIGNED
DAYS OF EYE SHOULD SIGN IN ON THE
ATTACHED TIME SHEETS. COPY AS
NECESSARY.**

- 1. RECORD THE TOTAL NUMBER OF DAYS OF
EYE WORKED IN EACH PAY PERIOD.**
- 2. AT THE END OF THE PAY PERIOD, USE THIS
TIME SHEET TO ENTER ON-LINE THE
NUMBER OF DAYS OF EYE WORKED EACH
PAY PERIOD. THIS ON-LINE DATA ENTRY
WILL GENERATE YOUR TEACHERS' PAY.**
- 3. RETAIN THE SIGNED TIME SHEETS AT YOUR
SCHOOL OR OFFICE. FOR AUDIT PURPOSES,
THEY SHOULD BE KEPT AT LEAST 5 YEARS.**
- 4. BE SURE THAT THE SCHOOL/OFFICE
TIMEKEEPER AND ADMINISTRATOR SIGN
THE COMPLETED TIME SHEET.**

BALTIMORE COUNTY PUBLIC SCHOOLS

OFFICE OF PAYROLL

T: 4240

EXTENDED YEAR EMPLOYMENT (EYE) SIGN IN SHEET 2010

ONLY TEACHERS WHO HAVE BEEN ASSIGNED DAYS OF EYE SHOULD SIGN IN ON THIS TIME SHEET
REPORT TIME IN WHOLE DAY INCREMENTS.

Initial Days Worked

NO	PRINT NAME		JUNE										TOTAL WHOLE DAYS
	LAST	FIRST	21	22	23	24	25						
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

ON-LINE DATA ENTRY FROM JUNE 25 TO JUNE 29. PAY IS JULY 9.

TOTAL>>>

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RETAIN AT SITE AND USE FOR ON-SITE DATA ENTRY

TIMEKEEPER'S SIGNATURE DATE

PRINCIPAL/ADMINISTRATOR'S SIGNATURE DATE
SCHOOL/OFFICE: _____

BALTIMORE COUNTY PUBLIC SCHOOLS

OFFICE OF PAYROLL

T: 4240

EXTENDED YEAR EMPLOYMENT (EYE) SIGN IN SHEET 2010

ONLY TEACHERS WHO HAVE BEEN ASSIGNED DAYS OF EYE SHOULD SIGN IN ON THIS TIME SHEET
REPORT TIME IN WHOLE DAY INCREMENTS.

Initial Days Worked

NO	PRINT NAME		JUNE 2010			JULY 2010							TOTAL WHOLE DAYS
	LAST	FIRST	28	29	30	1	2	5	6	7	8	9	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

DATA ENTRY FROM JULY 09 TO JULY 14. PAY IS JULY 23.

TOTAL>>>

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RETAIN AT SITE AND USE FOR ON-SITE DATA ENTRY

TIMEKEEPER'S SIGNATURE DATE

PRINCIPAL/ADMINISTRATOR'S SIGNATURE DATE

SCHOOL/OFFICE: _____

BALTIMORE COUNTY PUBLIC SCHOOLS

OFFICE OF PAYROLL

T: 4240

EXTENDED YEAR EMPLOYMENT (EYE) SIGN IN SHEET 2010

ONLY TEACHERS WHO HAVE BEEN ASSIGNED DAYS OF EYE SHOULD SIGN IN ON THIS TIME SHEET
REPORT TIME IN WHOLE DAY INCREMENTS.

Initial Days Worked

NO	PRINT NAME		JULY 2010										TOTAL WHOLE DAYS
	LAST	FIRST	12	13	14	15	16	19	20	21	22	23	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

DATA ENTRY FROM JULY 23 TO JULY 28. PAY IS AUGUST 6.

TOTAL>>>

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RETAIN AT SITE AND USE FOR ON-SITE DATA ENTRY

TIMEKEEPER'S SIGNATURE DATE

PRINCIPAL/ADMINISTRATOR'S SIGNATURE DATE

SCHOOL/OFFICE: _____

BALTIMORE COUNTY PUBLIC SCHOOLS

OFFICE OF PAYROLL

T: 4240

EXTENDED YEAR EMPLOYMENT (EYE) SIGN IN SHEET 2010

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REPORT TIME IN WHOLE DAY INCREMENTS.

Initial Days Worked

NO	PRINT NAME		JULY 2010					AUGUST 2010					TOTAL WHOLE DAYS
	LAST	FIRST	26	27	28	29	30	2	3	4	5	6	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

DATA ENTRY FROM AUGUST 6 TO AUGUST 11. PAY IS AUGUST 20.

TOTAL>>>

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RETAIN AT SITE AND USE FOR ON-SITE DATA ENTRY

TIMEKEEPER'S SIGNATURE DATE

PRINCIPAL/ADMINISTRATOR'S SIGNATURE DATE

SCHOOL/OFFICE: _____

BALTIMORE COUNTY PUBLIC SCHOOLS

OFFICE OF PAYROLL

T: 4240

EXTENDED YEAR EMPLOYMENT (EYE) SIGN IN SHEET 2010

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REPORT TIME IN WHOLE DAY INCREMENTS.

Initial Days Worked

NO	PRINT NAME		AUGUST 2010										TOTAL WHOLE DAYS
	LAST	FIRST	9	10	11	12	13	16	17	18	19	20	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

DATA ENTRY FROM AUGUST 20 TO AUGUST 25. PAY IS SEPTEMBER 3.

TOTAL>>>

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RETAIN AT SITE AND USE FOR ON-SITE DATA ENTRY

TIMEKEEPER'S SIGNATURE DATE

PRINCIPAL/ADMINISTRATOR'S SIGNATURE DATE

SCHOOL/OFFICE: