

MONTGOMERY COUNTY PUBLIC SCHOOLS

PACS TIMESHEET
Missed Duty-Free Lunch
(MCEA Only)

Employee and Retiree Service Center
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

EMPLOYEE INFORMATION

Employee ID# _____ Name (please print) _____
School Number _____ School Name _____
Biweekly Pay Period ____/____/____ to ____/____/____

INSTRUCTIONS

1. Complete this form either digitally or in ink.
2. Use a separate form for each biweekly pay period.
3. MCEA educators can only be paid for one (1) missed duty-free lunch per day, either for instructional or non-instructional coverage, not both.
4. Sign this timesheet in ink or with a digital signature (not typed) and submit it to the principal or timekeeper.
5. This form should be maintained with the school's payroll records.

Get paid on time!

**DO NOT HOLD TIMESHEETS OR REPORT HOURS PAST THE SCHEDULED PAY PERIOD DATES.
THIS COULD RESULT IN A DELAY OF PAY.**

MISSED DUTY-FREE LUNCH (MCEA ONLY). REPORT A UNIT OF 1 FOR EACH DAY OF MISSED DUTY-FREE LUNCH.

	WEEK 1					WEEK 2					BIWEEKLY TOTAL
	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
Instructional											
Non-Instructional											

CERTIFICATION AND APPROVAL

This is to certify that my record of missed duty-free lunches, as shown above, is correct and payment has not been received for any of the above hours.

Employee Signature _____ Date ____/____/____

This is to certify that I have examined the above report and found it to be correct. It has been completed in accordance with policies and procedures and is approved.

Approved

Signature, Principal/Principal Designee _____ Date ____/____/____