



Payroll Timesheet

DIRECTIONS:

1. Type your name and employee ID number.
2. Type payroll months & year along left side.
3. Fill in hours for each day of work, include assignment. Please note any hours you sub for another employee in the end two columns.
4. Electronically sign and turn in to your supervisor for signature by payroll cut-off date.

Employee ID # _____

Last Name: _____

First Name: _____

MONTH				YEAR					
<input type="checkbox"/> CERTIFICATED TEACHER		<input type="checkbox"/> CLASSIFIED				<input type="checkbox"/> SUB		<input type="checkbox"/> SHORT TERM LIMITED ASSIGNMENT	
DATE	SITE	ASSIGNMENT	HOURS WORKED		TOTAL TIME		SICK LEAVE/ PN HOURS*	SUBBED FOR**	SUB HRS**
			FROM	TO	HOURS	MINUTES			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
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25									
26									
27									
28									
29									
30									
31									

EMPLOYEE SIGNATURE: _____

TOTAL HOURS: _____

DATE: _____

SUPERVISOR: _____

OFFICE USE ONLY

FUND	RESR	YR	OBJECT	SUB	GOAL	FUNC	CSTCTR	SITE	MGR	HOURS	PAY RATE: \$
110		0		00	4110	1000		097			TOTAL HRS:
110		0		00	4110	1000		097			SL HRS:
110		0		00	4110			097			PN HRS:
SITE / DEPT APPROVAL: _____											SUB HRS:
DISTRICT APPROVAL: _____											TOTAL
											AMOUNT: