

ESCONDIDO UNION HIGH SCHOOL DISTRICT TIME SHEET

LAST NAME (PLEASE PRINT) (USE INK ONLY) FIRST NAME MI SIX DIGIT ID # ASSIGNED HOURS PER DAY (I.E. 3.25, 6, 8)

LOCATION POSITION MONTH YEAR

TIME SHEETS ARE DUE BY THE 5TH OF THE MONTH. ANY INACCURATE INFORMATION WILL BE PROCESSED THE FOLLOWING MONTH
USE INK ONLY (DO NOT USE PENCIL)

ENTER TIME WORKED ONLY					
DAY	HRS	DESCRIPTION OF WORK OR SUBSTITUTE FOR	DAY	HRS	DESCRIPTION OF WORK OR SUBSTITUTE FOR
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					
TOTAL HOURS WORKED					

RECORD HOURS WORKED TO THE NEAREST TENTH OF HOURS USING CHART BELOW EXAMPLE: 3 HRS AND 8 MINS WOULD BE 3.17			
MINS.	=	MINS.	=
5	0.08	35	0.58
10	0.17	40	0.67
15	0.25	45	0.75
20	0.33	50	0.83
25	0.42	55	0.92
30	0.50	60	1.00

PLEASE READ YOUR TIME SHEET OVER CAREFULLY BEFORE SIGNING.

EMPLOYEE SIGNATURE/DATE

PLEASE VERIFY THAT ALL INFORMATION IS CORRECT BEFORE SIGNING.

SUPERVISOR SIGNATURE/DATE

PLEASE VERIFY THAT ALL INFORMATION IS CORRECT BEFORE SIGNING.

PRINCIPAL SIGNATURE/DATE

] **PAY ACTION**
 CHECK AND/OR HIGHLIGHT

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and that I have full knowledge of 100 percent of these activities.

USE ONLY ONE ACCOUNT NUMBER PER TIME SHEET						
ACCT #	FUND (4)	RESOURCE (7)	GOAL (4)	FUNCTION (4)	OBJECT (7)	SITE (3)

PAYROLL USE ONLY:							
POSITION #	EMPL #	REG TIME		RATE		COMBO CODE	
		OT TIME				COMBO CODE	
SCHEDULED HRS		DT TIME				COMBO CODE	