

- Certificated
- Classified

YUCAIPA-CALIMESA JOINT UNIFIED SCHOOL DISTRICT
HOURLY/DAILY TIME SHEET

Pay periods are from the
16th through the 15th

- Extra (must show type of work performed)
- Overtime (only after 8 hours/day)

REGULAR EMPLOYEE

Social Security #	Name	Pay Period Ending
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**** IMPORTANT****

1. **Social Security Number** (or last 4 digits) MUST appear on timesheet or paycheck will be delayed until the following pay period.
2. **Explanation** column MUST show name of absent employee and type of work being performed.
3. **Approved by** column MUST be signed by the site principal or supervisor ONLY.
4. **Timesheets** are the responsibility of the EMPLOYEE and must be submitted to District Payroll one working day after the 15th
5. **Pay** will be included in your regular monthly paycheck.

Date	Name of Absent Employee or For Extra Help - Type of Work	Hours	Site	Approved By	PR Number / Job Number	Date	Name of Absent Employee or For Extra Help - Type of Work	Hours	Site	Approved By	PR Number / Job Number
16						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											

For Payroll Use Only

Account Number	Rate	Units	Total

Employee's Signature