



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

TIMESHEET FOR REGULAR EMPLOYEES, CONTRACTED EMPLOYEES AND SUBSTITUTES

Legal Name: _____ Job Assignment: _____ Employee ID: _____
 (Last, First) (Last, First) (6 digits)

Classified Employee
 Certificated Employee
 Contracted Employee
 Substitute

Date: _____ (ex: July 2019) Job Location: _____ (Department or School Name)
 (Month/Year)
 Add'l Time
 Overtime
 Comp Time Earned

Name & Title of Employee subbing for: _____ (ex: Jane Doe, Custodian)

	Date	Start Time	Lunch In	Lunch Out	End Time	Services Provided	Hrs./Day	Hrs./Day
[Month] Month	25	7:00am	11:30	12:00	12:30pm	(ex: painted over graffiti)	8	
	26							
	27							
	28							
	29							
	30							
	31							
[Month] Month	01							
	02							
	03							
	04							
	05							
	06							
	07							
	08							
	09							
	10							
	11							
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	13							
	14							
	15							
	16							
	17							
	18							
	19							
	20							
	21							
	22							
	23							
	24							

Stipend: _____ Amount: \$ _____ Total Hrs./Days Worked: _____ **Total**

Fund	Location	Program	Counter	Object	Pay Rate	Accountant Signature
03	123	1234	0	1234		
Enter Coding						

Employee Signature _____ DATE _____ Supervisor Signature _____ Supervisor Must Print Name _____ DATE _____
 (Principal/Program Manager Signature) (Print Name)

Submit **completed** forms to your **School Site/Department** by the 24th of each month for payment on the 10th of the following month, with the exception of November & December. Incomplete forms will be returned and may not be paid on the 10th.
NO FUTURE DAYS WILL BE PAID.

Please Use Current Form

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