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Davis School District
Established 1911

TIME MANAGEMENT REPORT

From-Month: _____16, 20__
To-Month: _____15, 20__

Employee Name:	*Employee ID #:*
Job Title:	*Location:*

WEEK	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	TOTAL
Date	/	/	/	/	/	/	/	Total Wkly. Hrs. by Prog.
Prog. #								0
Prog. #								0
Prog. #								0
Date	/	/	/	/	/	/	/	
Prog. #								0
Prog. #								0
Prog. #								0
Date	/	/	/	/	/	/	/	
Prog. #								0
Prog. #								0
Prog. #								0
Date	/	/	/	/	/	/	/	
Prog. #								0
Prog. #								0
Prog. #								0
Date	/	/	/	/	/	/	/	
Prog. #								0
Prog. #								0
Prog. #								0

Minutes Worked	Report on Timecard	Minutes Worked	Report on Timecard	Minutes Worked	Report on Timecard
5	.08	25	.42	45	.75
10	.17	30	.50	50	.83
15	.25	35	.58	55	.92
20	.33	40	.67		

Total Hrs. Worked by Program	Prog. #	0
	Prog. #	0
	Prog. #	0
GRAND TOTAL		0

LEAVE REPORT

Month/Day	Leave Code (see codes below)	Description (for Codes SD and CF)	Hours of Leave Used	CLASSIFIED COMP TIME Hours Used	CLASSIFIED COMP TIME Hours Earned
/					
/					
/					
/					
/					
/					
/					
/					
/					
/					
/					
Total Leave Used:			0	0	0

EXTRA DUTY and MISCELLANEOUS PAYROLL REPORT

Month/Day	Description	Extra Hours Worked
/		
/		
/		
/		
/		
/		
/		
/		
/		
/		
/		
Total Extra Duty:		0

Leave Codes		Classified Comp Time Record		
VAC = Vacation	**LWP** = Leave Without Pay	Carry Over From Last Reporting Period		
SL = Sick Leave	**CD** = Civic Duty			
PL = Personal Leave	**SD** = Staff Development	- or + Total Hrs. For This Reporting Period	- 0	+ 0
CF = Conference	**MIL** = Military			

This card is the original and correct time record and certifies all hours have been correctly reported for the period covered. For exempt employees, contracted hours worked are reported. For non-exempt employees, all hours worked are reported.

Comp Time Balance:

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____