

**CLASSIFIED**

**EMPLOYEE TIMESHEET**

MONTH/YEAR \_\_\_\_\_ / \_\_\_\_\_ EMPLOYEE NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ SITE: \_\_\_\_\_

<b>ABSENCES</b>	Date:																			
	Leave Type																			
	# of Hours Absent																			
Leave Codes: Sick = S; Family Ill = F; Vacation = V; Bereavement = B; (Please explain relationship); Personal Day = M; Emergency Leave = E; Jury Duty = J; Unpaid = U (Please explain); Temp Absence(subbing in another position = TA; On-the-job Injury = IN; Professional Day/Workshop/Training = W																				

<b>ADDITIONAL TIME</b>	Date	# Hours Worked	Description of Extra Time and/or Employee Subbed For	Program to Charge / Acct Code	Admin Auth Init
	<b>TOTAL</b>				

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **NOTE: My signature certifies that the information on this timesheet is accurate and correct**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Pay Code	Account Code	\$Rate	Hours
TEX3		Per Diem \$	
TSST5		Per Diem \$	
TEX3			
TSST5			

**Entered:**

Timesheets for all staff are from the first of the month to the end of the month. Submit to payroll by the 3rd working day of the following month.

**(Reproduce in Green)**

**Revised 08/31/2020**