



**Classified Payroll Time Sheet**

Date Submitted to Payroll: \_\_\_\_\_

Employee Name: \_\_\_\_\_ S.S#xxx-xx \_\_\_\_\_

Month/Date	Time In	Time Out	School Site/Description of Duties	Total Hours	Designee Approval	Purpose or name of PD/conference

Code Line	Fund	Resource	-Y-	Goal	Function	Object	Site	Dept.	<b>Optional</b> Percent	Description
1.										
2.										
3.										

\_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

\*Payroll Time Sheets are due by the 5<sup>th</sup> of each month.

\_\_\_\_\_  
Business Office Approval  
(Required when attached to authorized Additional Hours Form)

\_\_\_\_\_  
Director/Supervisor Approval