



TRANSPORTATION TIME REPORT - TRAINEES ONLY

Employee ID # _____ Pay Period Ending _____
Required on all timesheets (found on Check/Direct Deposit Advice) (MM/DD/YY)

1936 Carlotta Dr., Wing B
Concord, CA 94519
(925) 682-8000, ext. 4201

Name _____
(Last) (First) (Middle Initial)

(PLEASE PRINT ALL INFORMATION) This time report must be in Payroll Dept. by the 21st of the month to be paid.

PLEASE SUBMIT TO THE TRANSPORTATION OFFICE BY THE END OF PAY PERIOD.

| DATE | HOURS WORKED | STR. TIME | OT | DF | TOT | VER BY | | | ON DUTY | TRIP | BUS NO |
|--------------|--------------|-----------|----|----|-----|--------|--|--|---------|------|--------|
| 21 | | | | | | | | | | | |
| 22 | | | | | | | | | | | |
| 23 | | | | | | | | | | | |
| 24 | | | | | | | | | | | |
| 25 | | | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | | | | | | | | | | | |
| 28 | | | | | | | | | | | |
| 29 | | | | | | | | | | | |
| 30 | | | | | | | | | | | |
| 31 | | | | | | | | | | | |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
| 20 | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |

| TIME | HOUR CODE | TIME | HOUR CODE | TIME | HOUR CODE | RATE OF PAY | EXPENSE CODE OBJECT |
|------|-------------|------|-----------|------|-----------|-------------|---|
| | 3600 | | | | | | 01.0928.0000.3600.09280000.554.554.2290 |
| | | | | | | | 01.0928.0000.3600.09280000.554.554.____ |
| | | | | | | | 01.0929.5001.3600.09290000.554.554.2290 |
| | | | | | | | 01.0929.5001.3600.09290000.554.554.____ |

PREPARED BY _____

DATE _____

APPROVED BY _____

EMPLOYEE SIGNATURE _____