



Lawndale School District Additional Hours Timesheet - Classified

School Site/Dept: _____

Name: _____

Employee ID Number (EIN) _____

Payroll Period (select one) **26th-10th** or **11th-25th**

	Fund (3)	Resource/YR (6)	Goal (5)	Function (5)	Object (4)	School/Location (7)
Account #						

Board Meeting Date & Item Number: _____

Additional Hours for: _____

Date	Hours

Date	Hours

Total Additional Hours: _____

	Fund (3)	Resource/YR (6)	Goal (5)	Function (5)	Object (4)	School/Location (7)
Account #:						

Board Meeting Date & Item Number: _____

Additional Hours for: _____

Date	Hours

Date	Hours

Total Additional Hours: _____

Hourly: additional timesheets are due in the Payroll Department by the 26th and 11th of each month.

Monthly: employee's additional timesheets are due at the Payroll Department by the end of each month.

Employee's Signature

Date

Administrator's Approval

Date

* Administrator's signature signifies that sufficient funds are available to cover the above hours.