CHIMACUM SCHOOL DISTRICT

Miscellaneous Timesheet

Pay period: **1st** to the **last working day** of each month. Only record days worked during the same pay period per timesheet.
Timesheet must be turned in to the District Office by the **1st** of the month for payment on the last business day of the month.

PRINT NAME:

Date Worked	Class = Hours Cert = Hours (in decimal)	Duties Performed	Building Approval	Rate of Pay	Budget Code					
					Program ie: 0100	Activity ie: 27	Object ie: 2010	Loc ie: 401	%	Payroll Only
Total Hrs	0	**Payroll Use Only** (Do not write in this box)								

Employee Signature:

Date:

Budget codes to use for the following absences:	Note: Cert/2xxx - Class/3xxx
Extra Time Worked / Overtime	xxxx - xx - (2006)(3006) - xxx
Sick Leave, Family Illness/Bereavement, Personal/Emergency Leave:	xxxx - xx - (2010)(3010) - xxx
Meetings, Release for Training/In Service (Use Building Code):	xxxx - xx - (2020)(3020) - xxx
Athletics (Games):	xxxx - 28 - (2020)(3020) - xxx
Grant Funded Activities - Use Grant Coding ie:	5208 - 27 - (2020)(3020) - xxx