

ADELANTO ELEMENTARY SCHOOL DISTRICT

numeric code only, no letters or words

Payroll Office use ONLY

CLASSIFIED CONTRACT TIME SHEET

CONTRACTED HOURS: 6

*NAME: _____

(codes listed on back of time sheets)

*Last 4 of SS: _____

*LOCATION: _____

One (1) time sheet per location

*DATE:	*TYPE OF WORK:	*RS OR BUDGET CODE	EXTRA HOURS WORKED	D.O. Use only OVRT
08/09/22	clerk - district office	3213	2	
08/10/22	clerk - wsp	0000	2	
08/11/22	clerk - cec	0100	3	
CORRECT				
number of extra hours, no start and end times				
SAMPLE				

*DATE:	*TYPE OF WORK:	*RS OR BUDGET CODE	EXTRA HOURS WORKED	D.O. Use only OVRT
08/09/22	office help	ESSER	7:00-9:00	
08/10/22	gate duty	LCAP	1:00-2:00	
08/11/22	extra work	general	2hrs	1 hr OT
INCORRECT				

Employee

Signature: _____ Date: _____

*Admin

Signature: _____ Date: _____

* Section must be completed for processing.

Total Hours: 07

DISTRICT OFFICE USE ONLY				
RESOURCE	REG. HOURS	REG. RATE	O.T. HOURS	O.T. RATE
1.		\$		\$
2.		\$		\$
3.		\$		\$
4.		\$		\$