

*NAME: _____

*Last 4 of SS: _____

*LOCATION: _____

One (1) time sheet per location

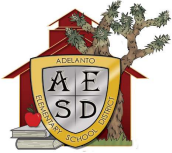
*Date:	*Position you worked: Please circle ONLY one (1) position.	Was this for an absent employee, a vacancy, or extra work?	Extra Hours Worked	*Resource Code	Job # and Notes:	For D.O. Use ONLY
	Para Proctor Secretary Custodian Clerk Bus Driver PE Attnd. FSW Health Clerk Bus Aide Librarian Security Maintenance Other: _____	absence extra work vacant/open position				
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Total Hours: _____

Employee Signature: _____ Date: _____

*Admin Signature: _____ Date: _____

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



2023 - 2024

CONTRACT EMPLOYEES ONLY

Please **DO NOT** use this form if you're a substitute employee

Cycle	Pay Period Start	Pay Period End	DO Cutoff Date	Pay Date
07	Saturday, July 1, 2023	Friday, July 7, 2023	Friday, July 14, 2023	Monday, July 31, 2023
08	Saturday, July 8, 2023	Friday, August 11, 2023	Wednesday, August 16, 2023	Thursday, August 31, 2023
09	Saturday, August 12, 2023	Friday, September 8, 2023	Wednesday, September 13, 2023	Friday, September 29, 2023
10	Saturday, September 9, 2023	Friday, October 13, 2023	Wednesday, October 18, 2023	Tuesday, October 31, 2023
11	Saturday, October 14, 2023	Tuesday, November 7, 2023	Monday, November 13, 2023	Thursday, November 30, 2023
12	Wednesday, November 8, 2023	Thursday, December 7, 2023	Tuesday, December 12, 2023	Friday, December 29, 2023
01	Friday, December 8, 2023	Wednesday, January 10, 2024	Tuesday, January 16, 2024	Wednesday, January 31, 2024
02	Thursday, January 11, 2024	Thursday, February 8, 2024	Wednesday, February 14, 2024	Thursday, February 29, 2024
03	Friday, February 9, 2024	Friday, March 8, 2024	Thursday, March 14, 2024	Friday, March 29, 2024
04	Saturday, March 9, 2024	Tuesday, April 9, 2024	Monday, April 15, 2024	Tuesday, April 30, 2024
05	Wednesday, April 10, 2024	Sunday, May 12, 2024	Wednesday, May 15, 2024	Friday, May 31, 2024
06	Monday, May 13, 2024	Tuesday, June 11, 2024	Thursday, June 13, 2024	Friday, June 28, 2024
6SL	Wednesday, June 12, 2024	Friday, June 28, 2024	Monday, July 1, 2024	Monday, July 15, 2024

Cultivate
★
Creative
★
Kindness

Time Conversion Chart
(Minutes to Decimal Hours)

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

RS OR BUDGET CODE	Description
0100	S&C - LCAP
0103	Discretionary
3010	Title Improvement
3182	CSI
3312	Disproportionality
5310	CNS
6500	SPED
7810	Early Literacy
2600	Summer School
RS OR BUDGET CODE MUST BE ENTERED BEFORE SUBMITTING TO PAYROLL	
If you are not sure what RS or Budget Code to use please contact your site administrator.	
Payroll is unable to enter time without a RS or Budget Code. If you need further assistance with the full account number after you have obtained a RS or Budget Code, please reach out to budgettransfers@aesd.net	