

*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 Attn. FSW Health Clerk Bus Aide Librarian Security Maintenance Other: _____	absence extra work vacant/open position				
	Para Proctor Secretary Custodian Clerk Bus Driver PE Attn. FSW Health Clerk Bus Aide Librarian Security Maintenance Other: _____	absence extra work vacant/open position				
	Para Proctor Secretary Custodian Clerk Bus Driver PE Attn. FSW Health Clerk Bus Aide Librarian Security Maintenance Other: _____	absence extra work vacant/open position				
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	Para Proctor Secretary Custodian Clerk Bus Driver PE Attn. FSW Health Clerk Bus Aide Librarian Security Maintenance Other: _____	absence extra work vacant/open position				

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

SUBSTITUTES ONLY

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

Cycle	Pay Period Start	Pay Period End	DO Cutoff Date	Pay Date
07	Saturday, July 1, 2023	Thursday, July 20, 2023	Tuesday, July 25, 2023	Wednesday, August 9, 2023
08	Friday, July 21, 2023	Friday, August 18, 2023	Wednesday, August 23, 2023	Saturday, September 9, 2023
09	Saturday, August 19, 2023	Friday, September 15, 2023	Wednesday, September 20, 2023	Monday, October 9, 2023
10	Saturday, September 16, 2023	Wednesday, October 18, 2023	Monday, October 23, 2023	Thursday, November 9, 2023
11	Thursday, October 19, 2023	Tuesday, November 14, 2023	Friday, November 17, 2023	Saturday, December 9, 2023
12	Wednesday, November 15, 2023	Wednesday, December 13, 2023	Friday, December 15, 2023	Tuesday, January 9, 2024
01	Thursday, December 14, 2023	Thursday, January 18, 2024	Tuesday, January 23, 2024	Friday, February 9, 2024
02	Friday, January 19, 2024	Friday, February 16, 2024	Wednesday, February 21, 2024	Saturday, March 9, 2024
03	Saturday, February 17, 2024	Saturday, March 16, 2024	Thursday, March 21, 2024	Tuesday, April 9, 2024
04	Sunday, March 17, 2024	Wednesday, April 17, 2024	Monday, April 22, 2024	Thursday, May 9, 2024
05	Thursday, April 18, 2024	Friday, May 17, 2024	Wednesday, May 22, 2024	Sunday, June 9, 2024
06	Saturday, May 18, 2024	Monday, June 17, 2024	Thursday, June 20, 2024	Tuesday, July 9, 2024
6SL	Tuesday, June 18, 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	