



LIVERMORE
SCHOOL DISTRICT

CERTIFICATED HOME TEACHING TIMESHEET

EMPLOYEE NAME _____ ID # _____

STUDENT'S SCHOOL/GRADE _____ MONTH/YEAR _____

STUDENT INITIALS _____ (separate timesheet per student)

DEADLINES - Period of 1st – 10th and Period of 11th – 31st each due in the Payroll Office by 5:00 pm next business day

DATE	TIME IN	TIME OUT	PREP	TOTAL HRS	COMMENTS <i>(Please do not include any student names or information)</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTAL HOURS FOR PERIOD					

Employee Signature Date

Department/Site Signature (if applicable) Date

Business Services Signature Date

Account Code (FND-OBJT-RESC-GOAL-FUNC-LOC-MG-Y-COST)

PAYROLL USE ONLY

_____ @ \$ _____ = _____
_____ @ \$ _____ = _____

GRAND TOTAL _____
PAID