



CLASSIFIED OUT OF CLASS TIMESHEET

EMPLOYEE NAME _____ ID # _____
 WORK SITE _____ MONTH/YEAR _____
 REGULAR POSITION _____ OUT OF CLASS POSITION _____
 SUBSTITUTE FOR _____ or VACANT

Fill in all hours working in Temporary Upgrade Position below

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	LUNCH		TIME OUT	TOTAL HRS/DAY	DATE	TIME IN	LUNCH		TIME OUT	TOTAL HRS/DAY
		OUT	IN					OUT	IN		
1						17					
2						18					
3						19					
4						20					
5						21					
6						22					
7						23					
8						24					
9						25					
10						26					
11						27					
12						28					
13						29					
14						30					
15						31					
16						TOTAL HOURS FOR PERIOD					

Employee Signature

Date

OUT OF CLASS PAY NOTES _____

PCN # if VACANT _____

Authorized Site Signature

Date

District Signature (if applicable)

Date

ACCOUNT CODE _____

(FND – OBJT – RESC – GOAL – FUNC – LOC – MG – Y – COST)

PAYROLL USE ONLY

Bargaining Unit _____

Vacancy in Active Recruitment

Regular Range/Step _____

TUP Range/Step _____

Regular Pay Rate _____

TUP Pay Rate _____

Differential _____

_____ @ \$ _____ = _____

GRAND TOTAL _____

_____ @ \$ _____ = _____

PAID