

CLASSIFIED ~~CONTRACT~~ TIME SHEET

*NAME: _____

*Last 4 of SS: _____

*LOCATION: _____

One (1) time sheet per location

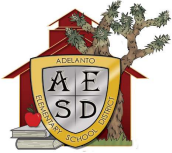
*Date:	*Position you worked: Please circle ONLY one (1) position.	Was this for an absent employee, a vacancy, or extra work?	Extra Hours Worked	*Resource Code	Job # and Notes:	For D.O. Use ONLY
	Para Proctor Secretary Custodian Clerk Bus Driver PE Attnd. FSW Health Clerk Bus Aide Librarian Security Maintenance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



2024 - 2025

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	July 1, 202	July 202	July 1, 202	July 31, 202
08	July 13, 202	August 9, 202	August 14, 202	August 30, 202
09	August 10, 202	September 6, 202	September 13, 202	September 30, 20
10	September 7, 202	October 4, 202	Wednesday, October 15, 202	October 31, 202
11	October 5, 202	November 8, 202	November 13, 202	November 27, 202
12	November 9, 202	December 6, 202	December 11, 202	December 30, 202
01	December 7, 202	January 10, 202	January 15, 202	January 31, 202
02	January 11, 202	February 7, 202	February 13, 202	February 28, 202
03	February 8, 202	March 7, 202	March 13, 202	March 31 202
04	March 8, 202	April 11, 202	April 15, 202	April 30, 202
05	April 12, 202	May 9, 202	May 13, 202	May 30, 202
06	May 10, 202	June 6, 202	June 12, 202	June 30, 202
6SL	June 7, 202	June 27, 202	July 1, 202	July 15, 202

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	