Jefferson Union High School District

Employee Time sheet - Timesheets are due on the 1st of every month. The employee Timesheet is to be used for reporting hours above your regular position, extra hours, translations, etc. **Full Name:** Regular Employees Pay Period: Substitute Employee Position/Duties Performed Total Budget Date/s Time and (if subbing) name of employee **School Site** Hours Rate of Pay **Program Charged** Mgr. Worked Start End you substituted for Approval □ Standard □ Per Diem **Total Hours** Signature of Employee ______ For Payroll Use Only Rate Hours **Payment** Signature of Supervisor