

CHENEY PUBLIC SCHOOLS #360

2024-2025 CERTIFICATED STAFF *PER DIEM* TIMESHEET

NAME: _____
 LOCATION: _____

KEY CODES (REQUIRED)	
AD-Additional Day(s) (B-1)	EN-Early Retirement Notification
Z-Convert Personal Leave	T-Career Days
IN-Inclusion Co-Teacher PD	IN2-Change in Co-Teach Partners PD 1/2 Day

NUMBER OF DAYS ALLOWED	
<i>Hours must be worked beyond regular workday/year per CEA contract</i>	
B-1 Additional Days (See Appendix B-1 for days) (Key AD)	
3 days: Personal Leave Day Conversions Possible - Article V, Section 14 (Key Z)	
1 day: First Year Inclusion Co-Teacher PD Day - Article IV, Section 25 (Key IN)	
1/2 day: Change in Co-Teaching Partners PD Day - Article IV, Section 25 (Key IN2)	
2 days: Early Notification of Retirement - Article III, Section 4 (Key EN)	
4 days: Career Days annually beginning 27th yr. - Article III, Section 12 (Key T)	

DATE WORKED	HALF DAY or FULL DAY	KEY	EMPLOYEE INITIALS **	SUPERVISOR INITIALS	DATE SUBMITTED	PAYROLL USE ONLY		PER DIEM RATE:	
						Account Code	Hours	Total	Pay Code

**Employee initials and signature attest that work/time submitted has been completed and complies with applicable CEA contract language.	Sheet	Total:	
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Employee Signature: _____
 Date: _____