

HAMILTON UNIFIED SCHOOL DISTRICT
TIMESHEET 2023-24

Name: _____ Dept.: _____

Month/ Year: _____

Timesheets are due on the 25th of each month (by 4:00 p.m.) for payment on the 10th of the following month unless otherwise noted (see timesheet due dates below).

DATE	Total Hours Worked	Other (Extra or OT) Hours				NOTES/REMARKS (describe the work that was completed)
		IN	OUT	LUNCH TIME (if applicable)	CODE	
PRIOR MONTH						
26						
27						
28						
29						
30						
31						
CURRENT MONTH						
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						

Month	Timesheet Period	10th Pay Day	Timesheet Due
July	June 26 -July 25	08/10/23	07/25/23
August	July 26-August 25	09/08/23	08/25/23
Sept	August 26-Sept. 25	10/10/23	09/25/23
Oct	Sept. 26-Oct. 25	11/09/23	10/25/23
Nov	Oct. 26-Nov 25	12/08/23	11/21/22
Dec	Nov. 26-Dec. 25	01/10/24	12/22/23
Jan	Dec. 26-Jan 25	02/09/24	01/25/24
Feb	Jan. 26-Feb 25	03/08/24	02/23/24
March	Feb. 26-March 25	04/10/24	03/25/24
April	March 26-April 25	05/10/24	04/25/24
May	April 26-May 25	06/10/24	05/24/24
June	May 26-June 25	07/10/24	06/25/24


TOTAL HOURS WORKED

Do not put "full" or "half" day, must have start times and end times.
Deduct your lunch time if you take a lunch before recording Total
Do not write as minutes or fractions. Incorrect=75 mins. Correct=1.25 hrs
(Ex: you work 1pm to 2:15pm. You will write 1.25)
Please round to the nearest 15 mins. (i.e. .25)

CODE TABLE

A	Aide	FS	Food Service	T	Transportation
C	Clerical/Office	O	Other		
CM	Cust./Maint.	S	Substitute Teacher		

Need help filling out your timesheet? Please call Ext. 6004, or email jtowne@hudschools.org.

Your timesheet must be signed by your supervisor before it is delivered to the HR/Payroll Office. 

FOR HR/PAYROLL USE ONLY BELOW THIS LINE

Code	Hours/Days	Budget Code	Notes

Please initial below if you would like to add this to your comp. time bank, (regular employees only).

Employee	Date
I hereby swear (or affirm) under oath that the information is correct.	
Supervisor	Date