

<b>TEMPLE CITY UNIFIED SCHOOL DISTRICT</b>	<b>Month :</b>	
<b>CERTIFICATED - HOURLY TIME REPORT</b>	<b>PTR#:</b>	

<b>Employee (Last, First Name):</b>		<b>EID#:</b>
-------------------------------------	--	--------------

<b>Job Title:</b>		<b>Work Location:</b>
-------------------	--	-----------------------

<b>Account String:</b>						
	Fund	Resource	Goal	Function	Object	Location
	Percent					
	Fund	Resource	Goal	Function	Object	Location

Due to Payroll: End of the month

Date	Description of service	Time In	Time Out	Instructional Rate	Non-Instructional Rate

<b>Total hours worked</b>	
---------------------------	--

<b>Employee Signature:</b>		<b>Supervisor's Approval</b>
----------------------------	--	------------------------------

<b>Ed. Services/ Special Ed. Approval</b>	
---	--

<b>For PAYROLL ONLY:</b>	Position#	Schedule	

**Note:** These hours will get paid on 5th of the following month **after** Board's approval.  
 For questions related to Certificated Payroll, contact Dolly Sengelmann      626-548-5150    [dsengelmann@tcusd.net](mailto:dsengelmann@tcusd.net)