CHENEY PUBLIC SCHOOLS #360

2024-2025 CERTIFICATED BUILDING ADMIN *PER DIEM* TIMESHEET

NAME: _____

LOCATION: _____

KEY CODES *(REQUIRED)*	
LO-Learning Options + Days	**T1**-Transition Days=New Admin Position
Z-Convert Personal Leave	**T2**-Transition Days=Retiring Admin
DD-Supt Discretionary Days	

NUMBER OF DAYS ALLOWED *Hours must be worked beyond regular workday/year per CEA contract*
5 days: Learning Options Principal(s) Additional Days **(LO)**
3 days: Personal Leave Day Conversions **(Key Z)**
Superintendent's Discretionary Days **(Key DD)**
3 days: Transition Days=New Admin Position Convert N/W Days **(Key T1)**
8 days: Transition Days=Retiring Admin **(Key T2)**

DATE WORKED	HALF DAY or FULL DAY	KEY	EMPLOYEE INITIALS **	SUPERVISOR INITIALS	DATE SUBMITTED	*PAYROLL USE ONLY* Account Code	PER DIEM RATE: Hours	Total	Pay Code
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
**Employee initials and signature attest that work/time submitted has been completed and complies with applicable contract language.							Sheet Total:	0	

Employee Signature: _____

Date: _____