

CLASSIFIED TIMESHEET
TRANSLATOR/INTERPRETER

Time reported heron represents extra duty assignment as a **Bilingual Translator/Interpreter**. This report is due once a month on the first work day following the last working day of the prior month.

ALL SECTIONS MUST BE COMPLETED PRIOR TO SUBMITTING TO THE PAYROLL DEPARTMENT

Employee Name (Print) _____ Social Security No. xxx-xx-
Must be completed or form will be returned
 Location _____ Pay Period Ending _____

CONTRACT HOURS PER DAY _____ CONTRACT POSITION _____

[illegible]

I certify the above is correct

Employee Signature

Signature of Principal/Department Head

BUSINESS DEPARTMENT USE ONLY

ACCOUNT NUMBER								HOURS	RATE + STIPEND	TOTALS
FUND	RESOURCE	PROJECT/YEAR	GOAL	FUNCTION	OBJECT	SITE	MGMT			

E#: _____ M/S _____ EXEMPT _____ SS _____ RET _____ MISC _____

Range _____ @ _____ + Increase Range _____ @ _____ = Regular Hours _____ @ _____
(Differential)

Additional Hours @ =

\$ _____ = X # days = _____