RESET

Tamalpais Union High School District
Time Sheet for Extra Pay or Over Time

SECTION 1: Employee Information

Employee Name: _____ School: _____ Month/Year: _____

Employee Job and Title: _____ Certificated ☐ Classified ☐

Extra Pay/ Over Time Description: _____

Hours to be used towards Comp Time (Please only enter hours worked/Do NOT convert Hours) ☐

SECTION 2: Employee's Payroll Profile- Payroll Use ONLY

Employee's Range: _____ Step: _____ Out of Class: Range _____ Step: _____

CalSTRS: Classic ☐ PEPRA ☐ Retiree ☐ CalPERS: Classic ☐ PEPRA ☐ Retiree ☐

SECTION 3: Breakdown of Hours

							FOR PAYROLL USE ONLY			
							Pay Type	Hours	Rate	Total Gross
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	26	27	28				
29	30	31								

Account Number 1:_____

Account Number 2 :_____

Administrator Authorization:_____