# Mt. Diablo Unified School District

## CLASS SIZE OVERAGE CERTIFICATED TIME SHEET

**PAY PERIOD ENDING:**_____
Month Year

1936 Carlotta Dr., Wing B
Concord, CA 94518
925-682-8000 ext 40290

**NAME:** _____ **EMPLOYEE ID:** _____

**JOB TITLE:** _____ **SCHOOL/SITE:**_____

**Please note:** Overage timesheets MUST be submitted MONTHLY to School Support, Wing C.
Overage pay is as follows: Elementary Teachers -$32.88 (per student, per day); Secondary Teachers-$6.58 (per student, per period, per day)

| Class Period/ Grade | Grade Level and/or Subject | Total # of Students on Daily Attendance Sheet(s) | Total # of Students Allowed per Contract by Grade Level (Daily) | Number of Students Over Contract (Daily Overage) | Date Beginning (ie., 09/21/22) | Date Ending (ie., 10/20/22) | Total School Days Over | Overage Rate Per Student (see above) | Approval (Office Use Only) |
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***Your Aeries "Attendance Class Roster" (by Period for Secondary) report must be attached to this timesheet for submission and approval. The Attendance Class Roster report will account for all days claimed above. Please submit your completed form on a monthly basis to: School Support, Dent, Wing C**

Employee Signature: _____ Date: _____ Site Administrator Signature:_____ Date:_____

Director of Elementary Signature:_____ Date:_____ Director of Secondary Signature:_____ Date:_____

Chief, Educational Services:_____ Date:_____ HR Admin Signature:_____ Date:_____

TO BE COMPLETED BY PAYROLL:

| Time | Description | Hour Code | Rate of Pay | Expense Code |
|---|---|---|---|---|
| | | | | 01.0000.1110.1000.50630000._____.006.1160 (K12) |
| | | | | 01.0000.3_00.1000.50630000._4___.006.1160 (Alt Ed) |
| | | | | 01.0000.5730.1000.50630000._7___.006.1160 (SpEdPreK) |
| | | | | 01.0000.5770.1110.50630000._____.006.1160 (Sp Ed) |

**THIS TIME SHEET MUST BE SUBMITED BY THE 21ST OF THE MONTH TO BE PAID BY THE 10TH OF THE FOLLOWING MONTH**

Revised: Fiscal 9/1/26