

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT CLASSIFIED HOURLY TIME SHEET

Please Note: Time sheets are to be submitted to the District Payroll Office by the second work day after the 25th to ensure payment by the 10th of the month. Please be sure that ALL required information is provided (i.e. Employee name, ID#, description of work done, account code, position control #, and all required signatures). Incomplete time sheets will be returned to the supervisor.

Name: _____

EMP ID#: _____

Payroll Period: _____ / 26/ _____ THRU _____ / 25/ _____

DATE	A.M. IN	A.M. OUT	P.M. IN	P.M. OUT	TOTAL HOURS	CONTRACT HOURS	EXTRA HOURS	OVERTIME HOURS	DOUBLE TIME HOURS
EXAMPLE	7:30	12:00	1:00	5:45	9.25	6	2	1.25	
26									
27									
28									
29									
30									
31									
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									
TOTAL HOURS									
PAYROLL USE ONLY					Hourly Rate	\$	\$	\$	\$

Describe Activity: _____

Program Being Charged: _____

Position Control #: _____

Budget Code: _____

F D - R E S C - Y - O B J T - T Y - G O A L - F U N C - S C H - L 1 - L 2 - L 3

Employee Signature / Date _____

Approvals: _____
Supervisor / Date

Administrator / Date

**ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
CLASSIFIED HOURLY TIME SHEET**

INSTRUCTIONS FOR COMPLETING TIME SHEET

- 1) Print Full Name and Employee ID
- 2) Enter the Payroll Period Month and Year

REGULAR EMPLOYEES

- 3) Enter time for the days you worked more than your contract hours, **round to the quarter hour**

A.M. IN	Enter start time for the day
A.M. OUT	Enter the time you leave for a meal or any break over 17 minutes
P.M. IN	Enter the time you return from your meal or break
P.M. OUT	Enter the time you finish working
TOTAL HOURS	Total number of hours worked that day (do not count the meal period)
CONTRACT HOURS	Enter your contracted hours (if you are NOT contracted to work that day write "0")
EXTRA HOURS	Enter any hours worked over your contracted time up to 8 hours per day
OVERTIME HOURS	Hours worked over 8 in a day or on Saturday
DT HOURS	Hours worked on Sunday

SUBSTITUTES

A.M. IN	Enter start time for the day
A.M. OUT	Enter the time you leave for a meal or any break over 17 minutes
P.M. IN	Enter the time you return from your meal or break
P.M. OUT	Enter the time you finish working
TOTAL HOURS	Total number of hours worked (do not count the meal period)
CONTRACT HOURS	N/A
EXTRA HOURS	N/A
OVERTIME HOURS	Enter any hours over 40 in one week
DT HOURS	N/A