

**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 (employee name, SS#, description of work done, account code, position control #, and all required signatures). Incomplete time sheets will be returned to the supervisor.

Name: \_\_\_\_\_ SSN/ID#: \_\_\_\_\_

/ 26/ THRU 25/

DATE	AM IN	AM OUT	PM IN	PM OUT	TOTAL HRS	CONTRACT HRS	ADDITIONAL REG HRS	OT HRS	DT Hrs
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									
					<b>TOTAL HOURS</b>				
<b>PAYROLL USE ONLY</b>					<b>Hrly Rate</b>	\$	\$	\$	\$

Describe Activity: \_\_\_\_\_

Program Being Charged: \_\_\_\_\_ Position Control #: \_\_\_\_\_

Budget Code: - - - - - - - - - - 00 - 0000 - 00  
FD - RESC - Y - OBJT - TY - GOAL - FUNC - SCH - L1 - L 2 - L3

Employee Signature / Date \_\_\_\_\_

Approvals: \_\_\_\_\_  
Supervisor / Date

Administrator / Date