

UNION SCHOOL DISTRICT

Supplemental Time Sheet
 For Hourly / Substitute Employees (No FTE) and
 For Regular Employees (for Additional Hours / Overtime)

Certified

Classified

Intent to Hire on file

PLEASE BE SURE TO PRINT & SIGN IN INK.

Social Security Number (Last Four Digits Only): _____

Name (Please Print): _____
 Last First

Work Site: _____

Employee Signature: _____

Supervisor Approval: _____

Payroll Period Beginning: ____ / **24** / ____

Payroll Period Ending: ____ / **23** / ____

Dist. Administrator Approval: _____

Day of the Month	24	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	Total:
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Job Description/ Substitution for:	Straight Time (Up to 8 Hours per day)																															
1																																
2																																
3																																
4																																
5																																
6																																

Job Description/ Substitution for:	Classified Overtime Hours (Over 8 Hours per day or Over 40 Hours per week)																															
1																																
2																																

This Section for Account Numbers Only (To be filled out by the Supervisor)								This Section for Payroll Dept Use Only		
	Fund (Three Digits)	Resource (Four Digits)	Object (Four Digits)	Goal (Four Digits)	Function (Four Digits)	Location (Three Digits)	Manager (Four digits)	Rate per Hour	Hours	Amount (Rate X Hours)
Line #1 (Straight Time)	-	-	-	-	-	-	-			
Line #2 (Straight Time)	-	-	-	-	-	-	-			
Line #3 (Straight Time)	-	-	-	-	-	-	-			
Line #4 (Straight Time)	-	-	-	-	-	-	-			
Line #5 (Straight Time)	-	-	-	-	-	-	-			
Line #6 (Straight Time)	-	-	-	-	-	-	-			
Line #1 (Overtime)	-	-	-	-	-	-	-			
Line #2 (Overtime)	-	-	-	-	-	-	-			
Total \$:										

Check One (For Certificated Only): Daily Sub Rate Contractual Hourly Rate Other _____
 Indicate Hourly Rate

NO whiteout. If you make an error, cross out, initial and write correction near mistake.
 See instruction on the back for pay rates and hour conversion if claiming less than an hour. Timesheets are due to payroll department by the third work day after period ends. If not, time will be paid on next supplemental payroll run