## **Pacific Grove Unified School District**

## PAYROLL TIME SHEET

													WORK PERFO	RMED:	(name of employee that is out)
Month	:	/			_					Sub in Vacancy:		(position number)			
Name of Employee:							Last 4 of SS#		Scho	ol or De	partment:				
Date	IN		OUT	[	TOTAL	Wor	k Perfo	ormed	Dat	te	IN		OUT	TOTAL	Work Performed
16									1						
17									2						
18									3						
19									4						
20									5						
21									6						
22									7						
23									8						
24									9						
25									10	)					
26									1 1						
27									12						
28									13	3					
29									14	1					
30									15	5					
31															
COLUMN TOTAL (									COLUMN TOTAL						
										L TOTA					
Pay c	ycle: 16 <sup>th</sup> of the ourly, daily, or	e month Other V	to the 1 Work Pa	15 <sup>th</sup> of the y must be	following mo approved by	nth. <b>SITE/D</b> the District F	EPT D Payroll (	EADLINE: 1 Office before	End of day payment car	on the 16th on the made.	f the follo	wing mo	nth.		
Fund	Resource	Year	Goal	Funct.	Object	Sub-Obj	Site	Program	Mgmt	Straight OT	RS Payı	roll USE			
					0										

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE