

Pacific Grove Unified School District

PAYROLL TIME SHEET

WORK PERFORMED:

Sub for Emp: _____ (name of employee that is out)

Sub in Vacancy: _____ (position number)

Month: _____ / _____

Year: _____

Name of Employee:					Last 4 of SS#		School or Department:			
Date	IN	OUT	TOTAL	Work Performed	Date	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					11					
27					12					
28					13					
29					14					
30					15					
31										
COLUMN TOTAL					COLUMN TOTAL					
					FINAL TOTAL					

Pay cycle: 16th of the month to the 15th of the following month. **SITE/DEPT DEADLINE: End of day on the 16th of the following month.**
 All hourly, daily, or Other Work Pay must be approved by the District Payroll Office before payment can be made.

Fund	Resource	Year	Goal	Funct.	Object	Sub-Obj	Site	Program	Mgmt	Straight OT HRS	Payroll USE

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____