

WESTERN PLACER UNIFIED SCHOOL DISTRICT

SUPPLEMENTAL PAYROLL TIMESHEET

***PLEASE SUBMIT SEPARATE TIMESHEETS FOR SEPARATE JOBS AND/OR SITES ***

NAME: _____
 SSN: _____

WORK SITE: _____
 POSITION WORKED: _____
 IF SUBSTITUTE, WHO FOR: _____

TIMESHEET MUST BE COMPLETED IN BLACK OR BLUE INK. Pay periods are 26th - 25th of each month.

Write in Month AND Day	Regular/ Extra	Overtime Hours	Extra Periods	Description or Work Performed	District Office Use Only
Please use Chart of Equivalents on back to enter minutes. (i.e. 10 min = .16, 45 min = .75, 1 hr 15 min = 1.25)					
TOTALS					

EMPLOYEE SIGNATURE

DATE

AUTHORIZING SIGNATURE

DATE

DATE RECEIVED IN PAYROLL

CODING TO BE COMPLETED BY SITE IF CHARGED TO SITE OR DESIGNATED TO SPECIAL PROGRAM.

FD - RESC - Y - OBJT - SO - GOAL - FUNC - SCH - L1 - L2 - L3

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