

RIDGEFIELD SCHOOL DISTRICT

Classified Support Time Sheet

EMPLOYEE NAME - Last, First _____

11th, 20__

PAY PERIOD

10th, 20__

** SEE INSTRUCTIONS ON REVERSE **

Position/Activity **see guidelines on reverse**	Payroll Code	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	Total Hrs
Extracurric. Event Cashier \$15.00/hr-RHS:	T334																																
Extracurric. Event Cashier \$15.00/hr-RHS:	T334																																
Extracurric. Event Cashier \$15.00/hr-VR:	T334																																
Extracurric. Event Cashier \$15.00/hr-VR:	T334																																
Extracurric. Event Support \$15.00/hr-RHS:	T344																																
Extracurric. Event Support \$15.00/hr-RHS:	T344																																
Extracurric. Event Support \$15.00/hr-VR:	T344																																
Extracurric. Event Support \$15.00/hr-VR:	T344																																
Facilities Use Monitor \$15.00/hr:	T853																																
Facilities Use Monitor \$15.00/hr:	T853																																
Facilities Use Monitor \$15.00/hr:	T853																																
Community Ed. Program Assistant:	T863																																
Community Ed. Program Assistant:	T863/T864																																
Community Ed. Program Assistant:	T863/T864																																
Community Ed. Program Assistant:	T863/T864																																
Community Ed. Program Assistant:	T863/T864																																
Other:																																	
Other:																																	

I hereby certify, under penalty of perjury, that this is a true and correct report of my hours worked.

Notes:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Classified Support Employees: (not for use by certificated employees)

Use blue or black ink.

Initial all changes.

Refer to Position/Activity Guidelines to record hours correctly.

"Payroll Code" column is for payroll use only.

Use the "Notes" area, if necessary, to provide any additional information regarding your timesheet.

Timesheets should be signed by the appropriate supervisor, and submitted to payroll each month on the 11th (or the next possible business day.)

Supervisors:

Please review timesheet carefully before signing.

Refer to Position/Activity Guidelines to confirm hours are recorded correctly.

Use the "Notes" area, if necessary, to include any additional budgetary or other information regarding this employee's timesheet.

Signed timesheets must be received by payroll by the 11th (or the next possible business day,) to be sure they are included with that month's payroll.

Position/Activity Guidelines:

Extracurricular Event Cashier \$15.00/hour:

Use these lines to report hours worked as an Extracurricular Event Cashier.

Indicate the related sport/activity below or in the "Notes" area.

Please note: employees must complete a hiring process to be eligible for work in this position. Check with Human Resources to verify eligibility.

Extracurricular Event Support \$15.00/hour:

Use these lines to report hours worked providing support at extracurricular events.

Indicate the related sport/activity below or in the "Notes" area.

Please note: employees must complete a hiring process to be eligible for work in this position. Check with Human Resources to verify eligibility.

Facilities Use Monitor \$15.00/hour:

Use these lines to report hours worked as a Facilities Use Monitor.

Indicate the facility, related organization, and activity beneath or in the "Notes" area.

Please note: employees must complete a hiring process to be eligible for work in this position. Check with Human Resources to verify eligibility.

Community Education Program Assistant (hourly wage varies):

Use these lines to report hours worked supporting a Community Education program.

Indicate the related activity below or in the "Notes" area.