

## **BIWEEKLY TIMESHEET**

Check

One

	Fillable - DO NOT write in the grey cells  Unified School District									$\vdash$	Para Tutor	
	Employee:										Sub	
	, ,	Print or Type							_		Clerical	
	Campus:								_		Accounting	
	Daid Time Off Karr										Custodian	
	Paid Time Off Key:	3=3lck			FS=Family Sick		P=Personal				Food Service	
			V=Vacation		CT=Comp.1	Гime	B=Bereaver	nent				
			H=Holiday									
	Date	SUN	MON	TUES	WED	THUR	FRI	SAT	7		<u>r</u> : enter time in It followed by a	
										space the	n <b>AM</b> or <b>PM</b>	
WEEK ONE	In											
	Out								_	Time Off entered, rresponding Leave		
	In Oct		1						4	entry		
	Out									Hours		
	Hours Worked								-			
	Hours of Paid Time Off								-			
	Total Paid Time								_	Total Paid Time		
	Notes								-	Total Extra Time		
	Leave Key											
<u> </u>			1			<u>I</u>	-1	<u> </u>	_			
	Date	SUN	MON	TUES	WED	THUR	FRI	SAT	٦	Office	Use Only	
		33.1		.010				5711		- Olive	ese omj	
WEEK TWO	In											
	Out											
	In											
	Out									Hours		
	Hours Worked								-	Worked		
	Hours of Paid Time Off								_	Paid Time Off		
	Total Paid Time								_	Total Paid Time		
	Notes								_	Total Extra Time		
	Leave Key								•	<u>.</u>		
L									Make notes of	Make notes on your timesheet		
					<b>5</b> .	Date			as necessary to notify the Payroll Agent what duty was			
⊨mp	loyee Signature:	Date:							being performed and when.			
Cun-	nvicor Approval:	<b>5</b> .										
Supervisor Approval:		Date:							_			