

TIME SHEET

PALERMO UNION SCHOOL DISTRICT

7390 BULLDOG WAY
PALERMO, CA 95968

QUESTIONS?? CALL PAYROLL
(530) 533-4842 EXT. 4

*CURRENT MONTH _____ YEAR _____	
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EMPLOYING DIVISION MUST COMPLETE

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------|
| <input type="checkbox"/> | DISTRICT OFFICE | <input type="checkbox"/> | CAFETERIA |
| <input type="checkbox"/> | HELEN WILCOX | <input type="checkbox"/> | PRESCHOOL |
| <input type="checkbox"/> | PALERMO | <input type="checkbox"/> | GOLDEN HILLS |
| <input type="checkbox"/> | COMMUNITY DAY SCHOOL | | |
| <input type="checkbox"/> | HONCUT | | |
| <input type="checkbox"/> | MAINTENANCE & OPERATIONS | | |
| <input type="checkbox"/> | TRANSPORTATION | | |

TO BE COMPLETED BY EMPLOYEE

PRIOR MONTH		POSITION WORKED
DAY	HOURS	
26		
27		
28		
29		
30		
31		

*CURRENT MONTH	POSITION WORKED	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

CHECK ONE: CERTIFICATED CLASSIFIED

FOR PAYROLL USE ONLY

HOURS	RATE	ORG KEY	OBJECT

X _____
EMPLOYEE'S SIGNATURE DATE
I CERTIFY THAT THE HOURS AND DAYS CLAIMED ARE CORRECT

X _____
PRINCIPAL/SUPERVISOR DATE
I CERTIFY THAT DAYS WORKED AND HOURS POSTED ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLEASE PRINT. TO BE COMPLETED BY EMPLOYEE

IDENTIFICATION NUMBER (Example: 2490XXXX)		
NAME:	_____	
	First	MI Last
(NAME SHOULD BE THE SAME AS ON ORIGINAL PAPERWORK)		

TOTAL _____ (PLEASE COMPLETE)