

- REGULAR HOURS
- OVERTIME HOURS
- LIMITED TERM HOURS

# HOURLY TIME SHEET

POWAY UNIFIED SCHOOL DISTRICT 16250 AVENUE OF SCIENCE SAN DIEGO, CALIFORNIA 92128-3406

TIME SHEETS MUST BE SUBMITTED TO PAYROLL ON OR BEFORE PUBLISHED DUE DATES TO INSURE PROCESSING FOR THAT MONTH.

PLEASE FILL IN THIS FORM COMPLETELY. USE BLUE OR BLACK INK ONLY.

EMPLOYEE'S NAME (PRINT LAST, FIRST)

PAYROLL USE ONLY

PRINT LAST NAME, FIRST NAME

EMPLOYEE IDENTIFICATION NUMBER (REQUIRED)

EMPLOYEE ID

KEY FOR HOURS WORKED: 15 minutes = .25 30 minutes = .50 45 minutes = .75 60 minutes = 1.00

DATE	JOB WORKED / PERSON ABSENT	HOURS WORKED	FUND-SUB	RESOURCE-SUB	GOAL	FUNCTION	OBJECT-SUB	SCHOOL	LOCATION	COST CENTER	PY	SUPERVISOR'S INITIAL
9/30/15	Line Dancing/2159	2.0										
10/1/15	CTE Photo MCHS	3.0										
10/2/15	CTE Fire Science	1.75										
10/2/15	CTE Photo MCHS	4.5										
10/2/15	(S) ASE/Teacher's Name	2.0										
10/2/15	(S) Adv. ESL/Teacher's Name	4.0										
10/2/15	(S) ABE/Teacher's Name	4.0										
10/5/15	(S) ASE am/Teacher's Name	2.5										
<b>NO WRITING IN THIS AREA</b>												

- Include class name and 4-digit number from the catalog (Adult Ed).
- Use a separate time sheet for each class (except community lecturers).
- Do not use ditto marks for hours worked.
- Submit to our TPC office by our due date.

TOTAL 11.25

I certify this report to be true and correct and it is an after the fact report of actual work I did on the dates specified. I have full knowledge of the work I completed.

EMPLOYEE'S SIGNATURE (required)	Sign	Date:    Date	SUPERVISOR'S SIGNATURE (required)
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**USE BLACK OR BLUE INK ONLY.**

Distribution: WHITE- Payroll    YELLOW- School or Department    PINK- Employee

Use this time sheet only.

P-27A FEDERAL/STATE (rev 11-2014)