

DUE the 25th of every month

**LAKE TAHOE UNIFIED SCHOOL DISTRICT
SUBSTITUTE & RETIREE TIMESHEET**

MONTH: _____ **25TH, 20** _____

CIRCLE ONE: → **CLASSIFIED** **CERTIFICATED**

Pay Period: 26th of past month - 25th of current month

School Site/Location: _____

PAF Keyword: _____

Date	Assignment	Start & End Time:	Total HRS / DAYS	Comments
26		-		
27		-		
28		-		
29		-		
30		-		
31		-		
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		-		

Total:	
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<u>RATE</u>	<u>HOURS</u>	<u>TOTAL</u>	<u>% OR \$</u>	<u>BUDGET CODE</u>
_____	X _____ =	_____	_____	_____
_____	X _____ =	_____	_____	_____
_____	X _____ =	_____	_____	_____

PAYROLL USE ONLY	
VAC Earned: _____	(A-1)
S/L Earned: _____	(A-3)

EMPLOYEE LEGAL NAME : _____

EMPLOYEE SIGNATURE : _____

APPROVED BY : _____

DATE: _____

DATE: _____