

DUE the 25th of every month

LAKE TAHOE UNIFIED SCHOOL DISTRICT

CLASSIFIED EMPLOYEE TIMESHEET

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

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

School Site/Location: _____

PAF Keyword: _____

Date	Assignment	Start & End Time:	TOTAL HRS.	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:				

RATE	HOURS	TOTAL	PAY TYPE	% or \$	BUDGET CODE
_____ X	_____ =	_____	_____	_____	_____
_____ X	_____ =	_____	_____	_____	_____
_____ X	_____ =	_____	_____	_____	_____
_____ X	_____ =	_____	_____	_____	_____
_____ X	_____ =	_____	_____	_____	_____

PAYROLL USE ONLY
Pay Cycle: _____
Pay Date: _____

EMPLOYEE LEGAL NAME : _____

EMPLOYEE SIGNATURE : _____

APPROVED BY : _____

DATE: _____

DATE: _____