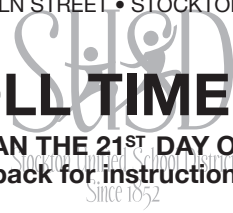


BARGAINING UNIT:  
 CSEA A  PARA  SPEC ED  SUSU  POLICE  
 STA  ADULT  SPPA  USA  CONF  MGT  NUHW

STOCKTON UNIFIED SCHOOL DISTRICT  
 56 S LINCOLN STREET • STOCKTON, CA 95203



# PAYROLL TIME SHEET

CLASSIFICATION:  
 CERTIFICATED  CLASSIFIED  STUDENT

EMPLOYEE TYPE:  
 SUBSTITUTE EMPLOYEE  RETIREE  
 REGULAR EMPLOYEE

**DUE IN PAYROLL NO LATER THAN THE 21<sup>ST</sup> DAY OF THE MONTH - NO EXCEPTIONS**  
 (IMPORTANT: See back for instructions - Refer to Item #7)

Employee ID # \_\_\_\_\_ MONTH OF \_\_\_\_\_ YEAR OF \_\_\_\_\_

NAME \_\_\_\_\_ EMPLOYEE'S SIGNATURE \_\_\_\_\_

**IMPORTANT:**  
 USE INK OR TYPEWRITER  
 Incomplete, illegible, or incorrect data  
 will delay payment.

Date	Site/ Location	Job Number	* Work Performed (or) Absent Employee	Account Number	Total Hours/Days	Title/ Position	Approval of Supervisor or Designee
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12

**DO NOT WRITE BELOW THIS LINE: FOR PAYROLL USE ONLY** **GRAND TOTAL**

# of Hrs/Dys	Add On	Rate	Total	# of Hrs/Dys	Add On	Rate	Total	# of Hrs/Dys	Add On	Rate	Total

## INSTRUCTIONS

To ensure your time report is processed, supervisors and employees are asked to follow these instructions carefully.

1. ALL ASSIGNMENTS MUST BE MADE BY THE PERSONNEL DEPARTMENT. DO NOT ACCEPT ASSIGNMENTS FROM ANYONE OTHER THAN THIS DEPARTMENT, AS IT WILL RESULT IN A DELAY OF YOUR PAYMENT.
2. All hourly work is to be recorded on this time report.
3. The supervisor or designee shall sign every line completed. The supervisor is responsible for the correctness of the time report on each assignment.
4. THE SUPERVISOR SHALL ENTER THE ACCOUNT CODE AND HOURS WORKED. THE SMALLEST UNIT IS A QUARTER HOUR, WITH THE TIME RECORDED BEING THE CLOSEST QUARTER HOUR TO THE TIME ACTUALLY WORKED.
5. Each time report shall cover a period from the 21st day through the 20th day of the following month. Enter each day of service on a separate line as needed.
6. The employee's identification number and signature must be reflected on the lines designated on the time report—THIS IS MOST IMPORTANT.
7. The completed report, signed and dated, is filed in the Payroll Office, 56 South Lincoln Street Stockton, CA 95203. Your time report may be submitted as follows:
  - a. Delivered to the Payroll Office no later than the twenty-first day of the month – NO EXCEPTIONS.
  - b. Please note due dates change in November and December due to holiday schedule. The time sheet deadline is located on the payroll web page.
  - c. IT IS THE EMPLOYEES RESPONSIBILITY TO ASSURE TIMELY SUBMISSION. IF YOU LEAVE YOUR TIME SHEET AT A SITE, PUT IN INTER OFFICE MAIL OR USPS THIS CAN RESULT IN DELAY OF PAYMENT. LATE TIME SHEETS ARE PAID ON NEXT SCHEDULED TIME SHEET PAYROLL.
8. ALL SUBSTITUTES: A JOB NUMBER MUST BE INCLUDED TO EXPEDITE PAYMENT. FAILURE TO HAVE THE TIME REPORT IN THE PAYROLL OFFICE BY THE DESIGNATED DATE OR FAILURE TO DATE AND SIGN THE REPORT, MAY RESULT IN A DELAY TO PROCESS PAY REQUEST.
9. In some cases an EPA may be required to process a time sheet for work outside normal contract duties. Please note if approved EPA has not been received to payroll this will delay your payment.

## **WORK CODES**

**The following codes may be used for coding work performed:**

**ND** Noon Duty   **EH** Extra Help   **OT** Overtime   **WS** Workshop   **HI** Home Instruction  
**PREP** Preparation Time   **ACT** Acting in Another Position  
**WOC** Working Out of Class (Additional Duties)