

ORCUTT UNION SCHOOL DISTRICT

HOURLY TIMESHEET

MONTH \_\_\_\_\_ 20\_\_\_\_\_

NAME: \_\_\_\_\_

ASSIGNMENT DESCRIPTION: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

RATE PER HOUR: \_\_\_\_\_

*\*Round to the nearest 5 minutes \* Do not include lunch periods*

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS	NOTES & EMPLOYEE REQUIRING SUBSTITUTE COVERAGE
<b>TOTAL HOURS:</b>						

CHARGE TO:

- ASSESSMENTS/DIBELS/NWEA  ELD/DELAC/ELAC  After School Computer/COMP  Academic Intervention/ACAD
- Title I  Title II  Title III  Overage (32+)  Curriculum  SBAC  ELC  PDXX
- Site Budget:0000 Management Code \_\_\_\_\_  Other \_\_\_\_\_

EMPLOYEE SIGNATURE _____	DATE _____
SUPERVISOR SIGNATURE _____	DATE _____
ASSISTANT SUPERINTENDENT, SIGNATURE _____	DATE _____