SONORA UNION HIGH SCHOOL DISTRICT

*****CLASSIFIED: OVERTIME, EXTRA PAY, UPGRADE TIMESHEET*****

Month/Year:_____ Location:_____

Employee Name:_____ Signature:_____

INSTRUCTIONS:

Please complete this timesheet for a one month period. Timesheets are due to the District Office no later than the 5th of the following month. Failure to complete timesheet or submit by deadline may cause a delay in payment.

TIME REPORTED ON THIS TIMESHEET REPRESENTS TIME WORKED IN EXCESS OF CONTRACT HOURS OR UPGRADE HOURS ONLY.

						PAYROLL USE ONLY		
DATE	DAY	ASSIGNMENT	TOTAL HOURS WORKED	CONTRACT HRS PER DAY	HRS IN EXCESS OF CONTRACT	S.T. HOURS	O.T. HOURS	UPGD HOURS
					TOTAL HOURS			

DEPARTMENT HEAD/SUPERVISOR SIGNATURE:_____ **DATE:**_____

PAYROLL DEPARTMENT USE ONLY

EARN TYPE	ACCOUNT NUMBER	HOURS	RATE	TOTAL