

**CLASSIFIED**

## EMPLOYEE TIMESHEET

MONTH/YEAR: **/2025** EMPLOYEE NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ SITE: \_\_\_\_\_

## ABSENCES

[illegible]

## ADDITIONAL TIME

Date	# Hours Worked	Description of Extra Time and/or Employee Subbed For	Program to Charge / Acct Code	Admin Auth Init
TOTAL				

Employee Signature: \_\_\_\_\_

Date:        /        /

**NOTE: My signature certifies that the information on this timesheet is accurate and correct**

Supervisor Signature: \_\_\_\_\_

Date:            /            /

Pay Code	Account Code	\$Rate	Hours
TEX3	0100-27-3130-		
TEX3			

**Entered:**

Timesheets for all staff are from the first of the month to the end of the month. Submit to payroll by the 3rd working day of the following month.

(Reproduce in green)

Revised 01/31/2025