

Ojai Unified School District
Classified Timesheet

Name:					Start Time:			End Time:			Position:			Employee ID :			Month:		Year 20	
Date	Hours Worked	Hours Absent	Absence Code	Comp Time	Substitute Name:	Extra Hours	Budget to charge	Payroll Use Only						Account Number						
								Units	Rate	Total	Fund	Object	Resource	Year	Goal	Function	Location	MGMT	Optional	BG
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I HEREBY CERTIFY THAT I HAVE WORKED FOR OJAI UNIFIED SCHOOL DISTRICT ALL CONTRACTUAL OR SUB HOURS AND DAYS. EXCEPT AS NOTED ABOVE AND THEY DO NOT EXCEED HOURS AUTHORIZED BY SUPERVISOR. I HAVE TAKEN ALL EARNED BREAKS INCLUDING LUNCH, AND THE FOREGOING IS CORRECT.																				
Employee					Date		TIME SHEET'S ARE DUE BY NOON ON THE 1ST WORKING DAY OF THE NEXT MONTH. TIMECARDS													
							TURNED IN AFTER THE 10TH OF EACH MONTH WILL BE PROCESSED THE FOLLOWING MONTH.										Verified by Supervisor		Date	

ABSENCE CODES: THE EMPLOYEE IS EXPECTED TO HAVE READ AND TO FULLY UNDERSTAND ALL CONTRACT PROVISIONS AFFECTING EMPLOYEE ABSENCES

SL = Illness of Employee or Dependents

PL = Personal Leave - No Reason Required

PN = Personal Necessity - Reason Required

JD = Jury Duty/Court (Orders MUST be attached)

SB = School Business (state budget)

LWP = Leave Without Pay

B = Bereavement (state relationship)

V = Vacation - 12 Month Employee's Only

UL = Union Business

WC = Worker's Comp

NWD = Non Work Day

Total Units Worked

Total Gross Earnings