

# Biggs Unified School District Timesheet

06900

**Employee ID Number** \_\_\_\_\_

**Name** \_\_\_\_\_

**Prior Month/Year** \_\_\_\_\_

Teachers by Day/Classified by Hr					Explanation of Duties/ Substitute for Whom
Date	Reg	Extra	Sub	O/T	
26					
27					
28					
29					
30					
31					

TO BE COMPLETED BY MANAGER

Days/ Hours	E/S/O	Rate	Org Key	Object

**Current Month/Year** \_\_\_\_\_

Date	Reg	Extra	Sub	O/T	Explanation of Duties/ Substitute for Whom
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
<b>Total</b>					

**PLEASE NOTE: DELAY OF PAYMENT MAY RESULT WHEN THE PAYROLL DEPARTMENT CAN NOT INTERPRET TIMECARD ENTRIES**

I certify that the hours and days claimed are correct.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

I certify that days worked, hours posted, and coding are correct to the best of my knowledge and belief.

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

- Reg:** Regular Hours paid monthly
- Extra:** Additional hours in your normal position
- Sub:** Other than your normal position
- O/T:** Over 8 hrs a day or Saturday or Sunday

Object #	O/T	EXTRA	SUB
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**Classified**

AIDES	2102	2102	2101
Support	2201	2202	2203
Other	2902	2902	2901

**Certificated**

Teachers	N/A	1103	1101
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Pay period runs from the 26th of the month to the 25th of the month. Do not record current month hours in the prior month section.

**Employee Instructions:** Hourly employees should report the number of hours worked not the time period worked. Substitute teachers should report time in half or whole days. Certificated employees should report time in days. Indicate the number of hours/days worked in the appropriate column. Indicate in the "Explanation" column reason you worked additional hours or the person for whom you substituted. Total your hours & SIGN and DATE your timesheet.