

Biggs Unified School District Additional Hours Only

Timesheets are due on the LAST WORKING DAY of the Month.

DELAY OF PAYMENT MAY RESULT WHEN TIMECARDS ARE LATE, TIMECARDS CANNOT BE INTERPRETED, OR TIMECARDS ARE INCOMPLETE

Name _____ Month _____ Last 4 of ID# _____

Employee HOURS

Hourly Employees: Record time by the number of hours worked.

Certificated Employees: Record time worked in hours worked. If covering a class on your prep enter 1, and whom you are covering for.

If you are covering another Teacher's class enter in as Full (F) or Half (H) day. You must list whom you are subbing for.

Substitutes: Report in Full (F) or Half days (H)

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
Comp. Time:	Extra Time worked to be used at a later date OR time earned that you are using

Employee Signature _____

Date _____

	Date																															TOTAL HOURS
	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	26	27	28	29	30	31	
Reg	Explanation for time/ Sub for whom.																															0
Extra																																0
Sub																																0
O/T																																0
Comp. Time Earned																																0

Manager/Supervisor instructions: Verify timecard is accurate. Complete the BOLD areas. Total Hours, Code, Rate and Supervisor's Signature.

Hours	Code	Rate

Object #	O/T	EXTRA	SUB	Sports
AIDES	2102	2102	2101	
Support	2201	2202	2203	
Other	2902	2902	2901	2903
Clerical	2402	2402	2401	
Certificated Teachers	N/A	1103	1101	1102

Supervisor Signature _____ Date _____