

Last Name Duck
Print

First Name Donald
Print

Employee ID# 12345

**Classified Employees
Payroll Time Sheet
Lane Education Service District**

Month August Year 2021

***Please enter time in increments of**

| DATE | Regular Hours | Leave Hours | Type Enter Letter from legend | Additional Hours | For Payroll Use | DATE | Regular Hours | Leave Hours | Type Enter Letter from legend | Additional Hours | For Payroll Use |
|---|---------------|-------------|-------------------------------|------------------|-----------------|-------|---------------|-------------|-------------------------------|------------------|------------------|
| *Hours over the Normal Shift are Additional hours, Overtime is based on hours actually worked (hours over 40 minus paid holiday or paid leaves)* | | | | | | | | | | | |
| 1 | | | | | | 17 | 7.00 | | | | |
| 2 | 7.00 | | | | Non Contract | 18 | N/C | | | | |
| 3 | 7.00 | | | | | 19 | 7.00 | | | | |
| 4 | 5.50 | 1.5 | S | | Split Day | 20 | 7.00 | | | | |
| 5 | 7.00 | | | | | 21 | | | | 2.00 | Outside Contract |
| 6 | 7.00 | | | | | 22 | | | | | |
| 7 | | | | | | 23 | 7.00 | | | | |
| 8 | | | | | | 24 | 7.00 | | | | |
| 9 | 7.00 | | | | | 25 | 7.00 | | | | |
| 10 | | 7 | H | | Holiday | 26 | 7.00 | | | | |
| 11 | 7.00 | | | | | 27 | 7.00 | | | | |
| 12 | 7.00 | | | | | 28 | | | | | |
| 13 | 7.00 | | | | | 29 | | | | | |
| 14 | | | | | | 30 | | 7 | F | | Leave |
| 15 | | | | | | 31 | 7.00 | | | | |
| 16 | 7.00 | | | | | TOTAL | | | | | |

*Record number of hours worked, number of hours of leave taken and/or number of hours of additional time for each working day of the month.
*Identify type of leave taken by putting the proper symbol in the small box next to the hours.

| Types of Leaves and Earnings | |
|------------------------------|-----------------------|
| R - Regular | OT - Overtime |
| V - Vacation | P - Personal Leave |
| S - Sick Leave | L - Leave Without Pay |
| F - Family Illness | O - On the Job Injury |
| H - Holiday | B - Bereavement Leave |
| J - Jury Duty | A - Association Leave |
| NC - Non Contract Day | |

I hereby certify that this is a true and correct report of the time I have worked during the dates indicated.

Donald Duck

Employee Signature

Walt Disney

Supervisor Signature

For ESD Use Only

Additional Hours _____ x _____ = _____

Overtime Hours _____ x _____ = _____

Acct# _____