

Last Name Duck
Print

First Name Donald
Print

Employee ID# 12345

**Instructional Assistant, Interpreter & Temporary
Payroll Time Sheet
Lane Education Service District**

Month July Year August

DATE	Hours						DATE	Hours					
	Regular		Leave		Additional or Overtime			Regular		Leave		Additional or Overtime	
	Regular Hours	Type	Leave Hours	Type	Additional Hours	Type		Regular Hours	Type	Leave Hours	Type	Additional Hours	Type
Hours over the Normal Shift are Additional hours Overtime is based on hours actually worked (hours over 40 minus paid holiday or paid leaves)													
11							27	7.00					
12	7.00						28	7.00					
13	7.00						29			7.00	H		
14	5.00		2.00	F			30	7.00					
15	7.00						31						
16			7.00	V			1						
17							2	7.00					
18							4	7.00				1.00	
19			7.00	V			5	7.00					
20			7.00	V			6	7.00					
21			7.00	V			7						
22			7.00	V			8						
23			7.00	V			9	7.00					
24							10	7.00					
25							TOTAL	96.00		51.00		1.00	
26	7.00												

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.

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

Outside Contract 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# _____