

Week of (Beginning with Monday):
Employee

Name (Last, First):

Employee ID Number

Location Name and Number

Position Title

Combo Code:

Attendance Reporting Enter time in and time out for each day worked. (For example; "8:00 am" in and "12:00 pm" out).

Date: (MM-DD-YY)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time In							
Time Out							
Time In							
Time Out							

Type of Work Insert Time Reporting Code (TRC) and total service hours performed into corresponding columns according to the "Time In" and "Time Out" entries recorded above.

TRC (from List Below)	Total Hours						
Total Hours							
Reason for Hours Worked							

Signatures

Employee Signature

By signing, I certify that the information I provided is accurate and true.

Date

Supervisor Approval Signature

I certify this to be an accurate statement of services rendered by this employee.

Date

Timekeeper Signature

Date

Time Reporting Codes Refer to SDEA Collective bargaining Agreement and Management Salary Rules for guidance on services rendered and applicable rates of pay.

CHR	Certificated Regular Time- Hourly Employees Only- Will not pay on a salaried job						
AED	Adult Ed	EDR	Ext Day Reading	PTCL	Primetime Classroom Hrly	WCC	CDC Wkshp Attendance
CRH	Classroom Hourly	HMG	Hourly Management	PTTU	Primetime Tutoring Hrly	WKC	Workshop Certificated
CRW	Curriculum Writing	MOV	Facility Move- VT Rate	PRO	Pro-Rata	WKM	Workshop Management
CSP	CDC Special Project	MPB	Move Prop/Bond Work	SAT	Saturday School	WKP	Workshop Presenter
ECC	Emergency Class Coverage	NHM	Non-Hourly Mgmt	SPV	Supervision	WPC	CDC WKSHP Presenter
EDM	Ext Day Math	NCT	Non-Class Teaching	TUT	Tutoring	WPS	Working Prep as a Sub