

PUSD Payroll Timesheet

Due in the payroll office no later than the 2nd working day of the month

Comp time, extra time, overtime, and out-of-class work MUST be pre-approved by the Principal or Site Administrator and funding must be identified. All bargaining unit agreements and Board Policies *must* be followed to be valid. Email this time sheet to your Principal's Secretary/Administrative Assistant, who will review the timesheet and then forward to the Principal/Department Administrator. You can request a copy of the signed time sheet for your records as well.

Name: _____ Employee No.#: _____

Payroll Period: _____ 11, 20 _____ to _____ 10, 20 _____
 (month) (month)

Site/Dept.: _____ Signature: _____ Page ____ of ____

Date	Hours Worked	Time Category (check one)				Description of Work Performed	
		Comp Time	Overtime	Extra Time	Out of Class		
Start Time	End Time	SACS #				Approval	Date
		__ - ____ - ____ - ____ - ____ - ____ - __ - __					
		Comp Time	Overtime	Extra Time	Out of Class		
Start Time	End Time	SACS #				Approval	Date
		__ - ____ - ____ - ____ - ____ - ____ - __ - __					
TOTAL HOURS WORKED		COMP TIME	OVERTIME	EXTRA TIME	OUT OF CLASS	TOTAL	
		hrs	hrs	hrs	hrs	hrs	

Principal's Secretary/Administrative Assistant: Please review entries and forward to Principal/Department Head for final approval.
 Principal/Department Head: Please sign each link entry for employee and email to Payroll office prior to close of business on the 2nd day of the month:
 Rae Cuyugan acuyugan@pittsburgusd.net - Certificated OR Richard Garcia rgarcia@pittsburgusd.net - Classified

Employee Email: _____ Date: _____