

**PUSD Payroll Timesheet**  
*Due in the payroll office no later than the 2nd working day of the month*

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Period: For the month of \_\_\_\_\_, 20\_\_\_\_\_

*\*Out of Class time must have the name of the person you did the out of class for with their Range Number*

DATE	HOURS	Time Category	Description of Work Performed/ *Range #
		<input type="checkbox"/> Extra Time <input type="checkbox"/> Overtime <input type="checkbox"/> *Out of Class <input type="checkbox"/> Comp Time	
Start Time	Stop Time	SACS#	Approval
		- - - - -	
		<input type="checkbox"/> Extra Time <input type="checkbox"/> Overtime <input type="checkbox"/> *Out of Class <input type="checkbox"/> Comp Time	
Start Time	Stop Time	SACS#	Approval
		- - - - -	
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		- - - - -	
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Start Time	Stop Time	SACS#	Approval
		- - - - -	
		<input type="checkbox"/> Extra Time <input type="checkbox"/> Overtime <input type="checkbox"/> *Out of Class <input type="checkbox"/> Comp Time	
Start Time	Stop Time	SACS#	Approval
		- - - - -	
<b>Total Hours →</b>		EXTRA TIME	OVER TIME
			*OUT OF CLASS <i>(must have Range #)</i>
			COMP TIME

*Payroll Use Only:* XT- Pay Type ( ) x Rate = \$  
*Payroll Use Only:* OT- Pay Type ( ) x Rate = \$  
*Payroll Use Only:* OOC- Pay Type ( ) x Rate = \$

Timesheet Instructions

PUSD Payroll Timesheet

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

Timesheet Instructions

- Name:** Print your legal name, legibly.
- Employee #:** Enter your 4-digit employee number. (No longer Social Security Numbers.)
- Employee Signature:** **Timesheet must be signed. Payroll cannot pay without your signature.**
- Payroll Period:** The pay period is always for the prior month. (For example: the September pay period is from August 1st through August 31st.)
- Date:** This is the date for the day of the week you worked (ex. 5/15).
- Hours:** Enter the total number of hours worked. Do not enter days of the week.
- Time Category:** Check the box for the category of work for which you are to be paid. \*
- Description of Work:** Enter the description of work you have performed- If \*Out-of-Class, list the person's name, job title and Range Number.
- Start/Stop Time** Enter the time you started the job and the time you ended the job
- SACS:** Enter the SACS code number to be charged.  
This is usually entered by the site administrator or secretary.
- Approval:** The person authorizing work, such as a principal, manager or supervisor, should sign here.  
**Payroll cannot pay without an authorized signature.**
- Total Hours:** Total hours worked for the period.
- Extra Time:** If you normally work less than 8 hours per day in your regular position and are working additional hours check this box. **Please fill in total of hours worked.**
- Overtime:** If you work beyond 8 hours in any day or over 40 hours in any week check this box.  
**Please fill in total of hours worked.**
- \*Out of Class** If you are working in a position that is in a class level higher than your normal position, check this box. **Please fill in total of hours worked.**  
**Employee's name with their Range Number must be filled in under Description of Work**
- Comp Time** Check this box only if you have prior approval from your administrator to accumulate comp time instead of monetary pay for your extra hours of work.  
**Please fill in total of hours worked.**

If you have questions, please ask your administrator for assistance.