

# Certificated Extra Hours

**SAN LEANDRO UNIFIED SCHOOL DISTRICT**

835 E. 14th Street, Suite 200, San Leandro, CA 94577

Classified (510) 667-3517/Certificated (510) 667-3516

**DUE IN PAYROLL ON THE 10th OF EACH MONTH**

**WARRANTS ARE ISSUED ON THE LAST WORKING DAY OF THE MONTH**

**ADMINISTRATOR APPROVAL REQUIRED**

				20
LAST NAME / FIRST NAME (PLEASE PRINT)	Month (11-31)	Month (1-10)	Year	

PSL (Employee ID) Number	Job Title

DATE	SITE	PROGRAM	BUDGET #	SUB FOR	REASON	FROM - TO & TOTAL HOURS	ADMINISTRATOR APPROVAL
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

<b>EMPLOYEE SIGNATURE</b>	<b>TOTAL HOURS</b>
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<b>FOR PAYROLL USE ONLY</b>	
X	
<b>HOURS</b>	<b>RATE</b>

**YOU ARE RESPONSIBLE FOR THE ACCURATE COMPLETION OF YOUR TIMESHEET.**

YELLOW