Classified (for CSEA employee extra hours)

SAN LEANDRO UNIFIED SCHOOL DISTRICT

DUE IN PAYROLL ON THE 10th OF EACH MONTH

WARRANTS ARE ISSUED ON THE LAST WORKING DAY OF THE MONTH

835 E. 14th Street, Suite 200, San Leandro, CA 94577 Classified (510) 667-3517/Certificated (510) 667-3516

ADMIN	ISTRA	TOR APPROVAL REC	QUIRED				
	I	AST NAME / FIRS	ST NAME (PLEASE PRINT)	Month (11-31)	Month (1-10)	Year	
			(== := : : : : : : : : : : : : : : : :				
		PSL (EMPLOYEE I	D) Number	*		Job Title	
DATE	CITE	PROCRAM	BUDGET #	SUB FOR	REASON	FROM-TO & TOTAL HOURS	ADMINISTRATOR APPROVAL
DATE 11	SITE	PROGRAM	BUDGET #	30B FOR	HEASON	THOUSE	APPROVAL
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13							
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EMPLOYEE SIGNATURE				TOTAL HOURS			

FOR PAYRO	LL USE ONLY
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HOURS	RATE

* YOU ARE RESPONSIBLE FOR ACCURATE COMPLETION OF YOUR TIMESHEET

REV: 1/09/2015