

Classified-Sub Only

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**

--	--	--	--

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								

*EMPLOYEE SIGNATURE	DATE	TOTAL HOURS
----------------------------	-------------	--------------------

FOR PAYROLL USE ONLY	
X	
HOURS	RATE

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

GRAY