

Classified-Teamsters/Trades OT

SAN LEANDRO UNIFIED SCHOOL DISTRICT

835 East 14h 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 | | | | | | | |
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| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

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|---------------------------|--------------------|
| EMPLOYEE SIGNATURE | TOTAL HOURS |
|---------------------------|--------------------|

| | |
|-----------------------------|-------------|
| FOR PAYROLL USE ONLY | |
| X | |
| HOURS | RATE |

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

PINK