



CLASSIFIED TIMECARD

AVID TUTORS, SUBSTITUTES, SHORT-TERM & TEMPORARY EMPLOYEES

PAY PERIOD : _____

EMPLOYEE NAME: _____ EMPLOYEE #: _____

| DATE | HOURS WORKED | WORK SITE | SUBSTITUTED FOR: FIRST/LAST NAME | JOB TITLE | LEAVE CODE | ACCOUNT CODE | SUPERVISOR'S SIGNATURE |
|------------|--------------|-----------|-------------------------------------|--------------|------------|------------------------------|------------------------|
| XX-XX-XXXX | 8 | XXX | John Smith | Clerk Typist | S | XX-XXX-XXXX-X-XXXX-XXXX-XXXX | <i>Val Verde USD</i> |
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*** RECORD HOURS WORKED IN 1/4 HOUR INCREMENTS IN DECIMAL FORMAT: .25 FOR 15 MINUTES, .50 FOR 30 MINUTES, .75 FOR 45 MINUTES, 1.00 FOR 60 MINUTES**
 LEAVE CODES: PN = PERSONAL NECESSITY S = SICK LEAVE SB = SCHOOL BUSINESS B = BEREAVEMENT JD = JURY DUTY V = VACATION EH = EXTRA HELP LOA = LEAVE OF ABSENCE

****LATE TIMECARDS WILL BE PAID ON THE NEXT REGULAR PAYROLL CYCLE. PLEASE SEE PAYROLL SCHEDULE FOR DUE DATES****

| Payroll use Only: | JOB CODE | | FUNDING | | UNITS | | JOB CODE | | FUNDING | | UNITS |
|-------------------|----------|--|---------|--|-------|--|----------|--|---------|--|-------|
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| TOTAL UNITS: | X HOURLY RATE: | = TOTAL AMOUNT DUE: |
|--------------|----------------|---------------------|

PAYROLL RESERVES THE RIGHT TO RETURN INCOMPLETE/UNSIGNED TIMECARDS FOR COMPLETION

I HEREBY CERTIFY that I worked for the Val Verde Unified School District for all hours and days indicated and that the above information is correct. I further understand the falsification of district records is grounds for dismissal.

EMPLOYEE SIGNATURE