LVJUSD CLASSIFIED SUBSTITUTE PAYROLL TIMESHEET

Print Name

Employee ID # (1XXXX)

☐ 1st through the 10th **OR** ☐ 11th through the 31st

Signature

Month & Year Worked

CIRCLE DATE	Confirmation #	WORK HOURS IN	OUT	IN	OUT	TOTAL HOURS	Work Site	ASSIGNMENT	EMPLOYEE COVERED	SITE SIGNATURE	ACCOUNT CODE
Example	123456123	8:15 AM	11:30 AM	12:00 PM	2:45 PM	6	SCHOOL NAME	PARAEDUCATOR	SMITH		
1 or 11											
2 or 12											
3 or 13											
4 or 14											
5 or 15											
6 or 16											
7 or 17											
8 or 18											
9 or 19											
10 or 20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

HOUR CODE	1 - 10	11 - 31	TOTAL	HOURLY RATE	ACCOUNT CODE