$\qquad$ Employee ID\# $\qquad$

PAYROLL HOUR ADJUSTMENT
Payroll Time Sheet
Lane Education Service District

|  | ORIGINAL |  |  |  |  |  |  | CORRECTED |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Hours |  |  |  |  |  |  | Hours |  |  |  |  |  |
| DATE | Regular |  | Leave |  | Additional or Overtime |  | DATE | Regular |  | Leave |  | Additional or Overtime |  |
|  | Regular Hours | Type | Leave Hours | Type | Additional Hours | Type |  | Regular Hours | Type | Leave Hours | Type | Additional Hours | Type |
|  | Overtime is based on hours actually worked (hours over 40 minus paid holiday or paid leaves) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |
|  |  |  |  | Select Type |  |  |  |  |  |  | Select Type |  |  |

Record number of hours worked, number of hours of leave taken and/or number of hours of additional time for each working day of the month. Identify type of leave taken by putting the proper symbol in the small box next to the hours

| R - Regular | OT - Overtime |
| :--- | :--- |
| V - Vacation | P - Personal Leave |
| S - Sick Leave | L - Leave Without Pay |
| F - Family Illness | O - On the Job Injury |
| H - Holiday | B - Bereavement Leave |
| J - Jury Duty | A - Association Leave |

I hereby certify that this is a true and correct report of the time I have worked during the dates indicated.

Employee Signature
Date

Verified Signature
Date

