

Last Name Duck  
Print

First Name Donald  
Print

Employee ID# 12345

**Classified Employees  
Payroll Time Sheet  
Lane Education Service District**

Month August Year 2021

*Please enter time in increments of .....											
DATE	Regular Hours	Leave Hours	Type Enter Letter from legend	Additional Hours	For Payroll Use	DATE	Regular Hours	Leave Hours	Type Enter Letter from legend	Additional Hours	For Payroll Use
*Hours over the Normal Shift are Additional hours, Overtime is based on hours actually worked (hours over 40 minus paid holiday or paid leaves)*											
1						17	7.00				
2	7.00				Non Contract	18	N/C				
3	7.00					19	7.00				
4	5.50	1.5	S		Split Day	20	7.00				
5	7.00					21				2.00	Outside Contract
6	7.00					22					
7						23	7.00				
8						24	7.00				
9	7.00					25	7.00				
10		7	H		Holiday	26	7.00				
11	7.00					27	7.00				
12	7.00					28					
13	7.00					29					
14						30		7	F		Leave
15						31	7.00				
16	7.00					TOTAL					

\*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.

Types of Leaves and Earnings	
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
NC - Non Contract Day	

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

Donald Duck

Employee Signature

Walt Disney

Supervisor Signature

**For ESD Use Only**

Additional Hours \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Overtime Hours \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Acct# \_\_\_\_\_