

GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: AUGUST 21, 2023 THROUGH SEPTEMBER 20, 2023

NAME: _____ **EMPLOYEE ID:** _____

POSITION: _____

LOCATION: _____

CAFETERIA: (circle one) CACFP NSLP

ABSENCE CODES:
 1 - Pers Ill/Med Appt 5 - Worker's Comp 9 - School Bus.
 2 - Pers. Necessity 6 - Non-Work Day 14 - Jury Duty
 3 - Pers. Reason 7 - Comp Time
 4 - Vacation 8 - Bereavement

5 MIN = 0.08 15 MIN = 0.25 25 MIN = 0.42 35 MIN = 0.58 45 MIN = 0.75 55 MIN = 0.92
 10 MIN = 0.17 20 MIN = 0.33 30 MIN = 0.50 40 MIN = 0.67 50 MIN = 0.83

*** Personal reason leave may not be used before or after a holiday or recess period.**

*** Absence over 5 days need to be reported to Human Resource Department.**

*** If you work more than one job classification, work extra or overtime, please record that time on a separate timesheet.**

DATE	HOURS WORKED	HOURS ABSENT	ABSENCE CODE	FRONTLINE JOB ID #	REASONS:
8/21/23					
22					IA, BIA
23					
24					
25					
26	SATURDAY				
27	SUNDAY				
28					
29					
30					
31					
9/1/23					
2	SATURDAY				
3	SUNDAY				
4	HOLIDAY				LABOR DAY
5					
6					
7					
8					
9	SATURDAY				
10	SUNDAY				
11					
12					
13					
14					
15					
16	SATURDAY				
17	SUNDAY				
18					
19					
20					

I hereby certify that I have performed the duties as reported herein.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR'S APPROVAL: _____

OFFICE USE ONLY:

FRONTLINE CONFIRMED: ☐

ABSENCE TRACKING: ☐

RECEIVED DATE: _____