

GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: DECEMBER 21, 2023 THROUGH JANUARY 20, 2024

ABSENCE CODES:

NAME: _____ **EMPLOYEE ID:** _____ 1 - Pers Ill/Med Appt 5 - Worker's Comp 9 - School Bus.
POSITION: _____ 2 - Pers. Necessity 6 - Non-Work Day 14 - Jury Duty
LOCATION: _____ 3 - Pers. Reason 7 - Comp Time
CAFETERIA: (circle one) CACFP NSLP 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:
12/21/23					
22	HOLIDAY				
23	SATURDAY				
24	SUNDAY				
25	HOLIDAY			CHRISTMAS DAY	
26	HOLIDAY				
27	RECESS				
28	RECESS				
29	RECESS				
30	SATURDAY				
31	SUNDAY				
1/1/24	HOLIDAY			NEW YEAR DAY	
2	RECESS				
3	RECESS				
4	RECESS				
5	RECESS				
6	SATURDAY				
7	SUNDAY				
8					
9					
10					
11					
12					
13	SATURDAY				
14	SUNDAY				
15	HOLIDAY			MARTIN LUTHER KING DAY	
16					
17					
18					
19					
20	SATURDAY				

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: _____