

GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: FEBRUARY 21, 2024 THROUGH MARCH 20, 2024

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:
2/21/24					
22					
23					
24	SATURDAY				
25	SUNDAY				
26					
27					
28					
29					
3/1/24					
2	SATURDAY				
3	SUNDAY				
4					PROFESSIONAL DEVELOPMENT 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: _____