

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

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:
7/21/23					
22	SATURDAY				
23	SUNDAY				
24					
25					
26					
27					
28					
29	SATURDAY				
30	SUNDAY				
31					
8/1/23					SEC II
2					
3					
4					
5	SATURDAY				
6	SUNDAY				
7					SEC I, HA II, H. SEC, LVN, HOME VISITOR, BFLC TECH
8					
9					
10					
11					
12	SATURDAY				
13	SUNDAY				
14					BOA
15					RBT, BUS DRIVER, F&N
16					SPED IA, PRESCHOOL IA & BIA
17					FIRST DAY OF SCHOOL
18					
19	SATURDAY				
20	SUNDAY				

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

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ SUPERVISOR'S APPROVAL: \_\_\_\_\_

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**OFFICE USE ONLY:**

FRONTLINE CONFIRMED: ☐ ABSENCE TRACKING: ☐ RECEIVED DATE: \_\_\_\_\_