

GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: JUNE 21, 2024 THROUGH JULY 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 needs 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:
6/21/24					
22	SATURDAY				
23	SUNDAY				
24					
25					
26					
27					
28					
29	SATURDAY				
30	SUNDAY				
7/1/24					
2					
3					
4	HOLIDAY			4TH OF JULY	
5					
6	SATURDAY				
7	SUNDAY				
8					
9					
10					
11					
12					
13	SATURDAY				
14	SUNDAY				
15					
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: _____