

GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: OCTOBER 21, 2023 THROUGH NOVEMBER 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:
10/21/23	SATURDAY				
22	SUNDAY				
23					
24					
25					
26					
27					
28	SATURDAY				
29	SUNDAY				
30					
31					
11/1/23					
2					
3					
4	SATURDAY				
5	SUNDAY				
6					
7					
8					
9					
10	HOLIDAY			VETERANS DAY	
11	SATURDAY				
12	SUNDAY				
13					
14					
15					
16					
17					
18	SATURDAY				
19	SUNDAY				
20	RECESS				

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: _____