

GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: SEPTEMBER 21, 2023 THROUGH OCTOBER 20, 2023

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:
9/21/23					
22					
23	SATURDAY				
24	SUNDAY				
25					
26					
27					
28					
29					
30	SATURDAY				
10/1/23	SUNDAY				
2					
3					
4					
5					
6					
7	SATURDAY				
8	SUNDAY				
9					
10					
11					
12					PROFESSIONAL DEVELOPMENT DAY
13	RECESS				
14	SATURDAY				
15	SUNDAY				
16					
17					
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: _____