

Gridley Unified School District Hourly Time Sheet

Name _____ Site _____

Time Report for Pay Period Beginning _____ 26, _____ Ending: _____ 25, _____
(month) (year) (month) (year)

D A Y	DESCRIPTION OF WORK		HOURS WORKED <small>recorded in 0.25 hr increments</small>					DIFF PAY
	SUBBING <small>(for whom?)</small>	EXTRA WORK <small>(description)</small>	START TIME	END TIME	NORMAL	EXTRA SERVICE	OVER TIME	
26								
27								
28								
29								
30								
31								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
DRIVER STIPEND		YES () NO ()						
TOTALS								

Time sheets are due on the 25th of the month for payment on the 10th of the next month. Late time sheets will be paid the following month.
NML - Normal Hours **EXT SER** - regular pay, hours above normal time up to 8 hrs/day **OT** - overtime pay at 1.5 x regular pay.

DIFF-Working out of Classification

Total Hours: _____

Employee Signature Date

Pay Rate: _____

Approved by Date

Gross Pay \$ _____