



CALAVERAS COUNTY OFFICE OF EDUCATION

VARIABLE Employee Timesheet

All time claims are **DUE** in the Calaveras County Office of Education by the **LAST WORKING DAY** of the month for payment on the 10th working day of the following month

CURRENT MONTH _____

YEAR _____

EE ID NUMBER: _____

EMPLOYEE NAME: _____
(PLEASE PRINT)

		POSITION WORKED	
DAY	HOURS	(PERSON YOU ARE SUBBING FOR)	SITE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
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22			
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24			
25			
26			
27			
28			
29			
30			
31			

VARIABLE TIME SHEET INSTRUCTIONS

Employee must complete and sign the time sheet. The time sheet must also be approved by a supervisor.

Report actual hours worked on the day worked. DO NOT include unpaid lunch breaks in hours worked. Example: Hours worked are 7:30 – 2:30 with a half hour lunch break. Hours to be reported would be 6.50, not 7.00.

If filling in for an absent employee, please indicate the name of the employee you are subbing for. If not filling in for an absent employee, please identify the type of work performed.

For reporting fractional hours, please see example below:

0 to 7 minutes	=	0
8 to 22 minutes	=	.25
23 to 37 minutes	=	.50
38 to 52 minutes	=	.75
53 to 60 minutes	=	1.00

PRINT your name on the time sheet exactly as you completed your employment papers. Please do not use nicknames or abbreviations. Also include your employee ID number, if known. (Note: Your employee ID number is located on your pay check stub.)

Submit completed timesheet to your supervisor for approval.

Please note: Delay of payment results when the payroll department cannot interpret timesheet because it is illegible or has not been completed properly.

TIME SHEETS RECEIVED AFTER THE DEADLINE WILL BE PAID THE FOLLOWING MONTH.

TOTAL HOURS

NOTE: DO NOT INCLUDE LUNCH BREAK IN HOURS WORKED

X _____

EMPLOYEE'S SIGNATURE

(I CERTIFY THAT THE HOURS AND DAYS CLAIMED ARE CORRECT)

X _____

APPROVAL OF SCHOOL ADMINISTRATOR