

# GENERAL TIMESHEET

# TIMESHEETS 2019 - 2020



FOR ADDITIONAL TIMESHEETS GO TO: [www.clu.org](http://www.clu.org). Click on Human Resources, Payroll, and Timesheets & Procedures. Print, complete, sign, and submit to your Supervisor for their signature.

CHECK ONE: FULL TIME \_\_\_\_\_  
 PART TIME \_\_\_\_\_  
 SUBSTITUTE \_\_\_\_\_ Not For Sub Teacher's or IA's  
 CONTRACTED \_\_\_\_\_  
 ESY \_\_\_\_\_  
 EMERGENCY \_\_\_\_\_

NAME : \_\_\_\_\_ (Please Print)  
 SSN : \_\_\_\_\_ (Last Four Only)

### WEEK 1 ( SUNDAY THRU SATURDAY )

### WEEK 2 ( SUNDAY THRU SATURDAY )

DATE	DAY	START TIME	END TIME	TOTAL HOURS	POSITION

DATE	DAY	START TIME	END TIME	TOTAL HOURS	POSITION

HOURLY RATE \$ \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_ = TOTAL GROSS \$ \_\_\_\_\_  
 OT RATE \$ \_\_\_\_\_ OT HOURS \_\_\_\_\_ = TOTAL GROSS \$ \_\_\_\_\_

HOURLY RATE \$ \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_ = TOTAL GROSS \$ \_\_\_\_\_  
 OT RATE \$ \_\_\_\_\_ OT HOURS \_\_\_\_\_ = TOTAL GROSS \$ \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

HR - PAYROLL OFFICE USE ONLY

BUDGET ACCOUNT NUMBER \_\_\_\_\_

RECEIVED IN HR - PAYROLL OFFICE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

PAID DATE \_\_\_\_\_