



# East Side Union High School District Timesheet

Name: \_\_\_\_\_ FTE: \_\_\_\_\_ Hours Worked/Week: \_\_\_\_\_

Classified \_\_\_\_\_ Last, First MI \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Certificated \_\_\_\_\_

| Date | Time |     |       | Alpha Code | Time |     |       | Alpha Code | Time |     |       | Alpha Code | Total Hours Worked |
|------|------|-----|-------|------------|------|-----|-------|------------|------|-----|-------|------------|--------------------|
|      | In   | Out | Total |            | In   | Out | Total |            | In   | Out | Total |            |                    |
| 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   |      |     |       |            |      |     |       |            |      |     |       |            |                    |
| 26   |      |     |       |            |      |     |       |            |      |     |       |            |                    |
| 27   |      |     |       |            |      |     |       |            |      |     |       |            |                    |
| 28   |      |     |       |            |      |     |       |            |      |     |       |            |                    |
| 29   |      |     |       |            |      |     |       |            |      |     |       |            |                    |
| 30   |      |     |       |            |      |     |       |            |      |     |       |            |                    |
| 31   |      |     |       |            |      |     |       |            |      |     |       |            |                    |

| Fund | Loc | Prgm | Goal | Func | Object | Resource | Yr | M/Code | Alpha | Hours | Pay Rate | Total |
|------|-----|------|------|------|--------|----------|----|--------|-------|-------|----------|-------|
|      |     |      |      |      |        |          |    |        |       |       |          |       |
|      |     |      |      |      |        |          |    |        |       |       |          |       |
|      |     |      |      |      |        |          |    |        |       |       |          |       |
|      |     |      |      |      |        |          |    |        |       |       |          |       |
|      |     |      |      |      |        |          |    |        |       |       |          |       |
|      |     |      |      |      |        |          |    |        |       |       |          |       |
|      |     |      |      |      |        |          |    |        |       |       |          |       |
|      |     |      |      |      |        |          |    |        |       |       |          |       |
|      |     |      |      |      |        |          |    |        |       |       |          |       |
|      |     |      |      |      |        |          |    |        |       |       |          |       |

| Alpha Codes                                     |                           |
|---|---------------------------|
| A. Substitute Personal Necessity 436-1150       | I. Extra Class 1113       |
| B. Substitute Illness 436-1151                  | J. Summer School 187-1110 |
| C. Substitute School Business 437-1152          | K. Admin Supervision 1901 |
| D. Substitute Vacant 437-1153                   | <b>Recreation</b>         |
| E. Home Teaching Handicapped 12-22-383-1901     | O. Director               |
| F. Home Teaching Non-Handicapped 10-22-194-1901 | P. Asst. Director         |
| G. Saturday Study/Detention 176-1901            | Q. Pool Manager           |
| H. Summer Counselor 644-1510                    | R. Instructional Aide     |
| L. _____  |                           |
| M. _____  |                           |
| N. _____  |                           |

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Principal-Immediate Supervisor Date

\_\_\_\_\_  
Categorical Program Date