

**GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: APRIL 21, 2025 THROUGH MAY 20, 2025**

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