

**GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: DECEMBER 21, 2024 THROUGH JANUARY 20, 2025**

ABSENCE CODES:

NAME: _____ EMPLOYEE ID: _____ 1 - Pers Ill/Med Appt 5 - Worker's Comp 9 - School Bus.
 POSITION: _____ 2 - Pers. Necessity 6 - Non-Work Day 14 - Jury Duty
 LOCATION: _____ 3 - Pers. Reason 7 - Comp Time
 CAFETERIA: (circle one) CACFP NSLP 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:
12/21/23	SATURDAY				
22	SUNDAY				
23	RECESS				
24	RECESS				
25	HOLIDAY				CHRISTMAS DAY
26	RECESS				
27	RECESS				
28	SATURDAY				
29	SUNDAY				
30	RECESS				
31	RECESS				
1/1/24	HOLIDAY				NEW YEAR DAY
2	RECESS				
3	RECESS				
4	SATURDAY				
5	SUNDAY				
6					
7					
8					
9					
10					
11	SATURDAY				
12	SUNDAY				
13					
14					
15					
16					
17					
18	SATURDAY				
19	SUNDAY				
20	HOLIDAY				MARTIN LUTHER KING DAY

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: _____