

**GJUESD CLASSIFIED EMPLOYEE TIME RECORD**  
**PAYROLL PERIOD: FEBRUARY 21, 2025 THROUGH MARCH 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:
2/21/24					
22	SATURDAY				
23	SUNDAY				
24					
25					
26					
27					
28					
3/1/24	SATURDAY				
2	SUNDAY				
3					
4					
5					
6					
7					
8	SATURDAY				
9	SUNDAY				
10					
11					
12					
13					
14					
15	SATURDAY				
16	SUNDAY				
17					
18					
19					
20	RECESS				PROFESSIONAL DEVELOPMENT DAY

I hereby certify that I have performed the duties as reported herein.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ SUPERVISOR'S APPROVAL: \_\_\_\_\_

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**OFFICE USE ONLY:**

FRONTLINE CONFIRMED:       ABSENCE TRACKING:       RECEIVED DATE: \_\_\_\_\_