

**GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: JUNE 21, 2025 THROUGH JULY 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 needs 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:
6/21/24	SATURDAY				
22	SUNDAY				
23					
24					
25					
26					
27					
28	SATURDAY				
29	SUNDAY				
30					
7/1/24					
2					
3					
4	HOLIDAY				4TH OF JULY
5	SATURDAY				
6	SUNDAY				
7					
8					
9					
10					
11					
12	SATURDAY				
13	SUNDAY				
14					
15					
16					
17					
18					
19	SATURDAY				
20	SUNDAY				

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: _____