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

ABSENCE CODES:

NAME: _____ **EMPLOYEE ID:** _____

POSITION: _____

LOCATION: _____

CAFETERIA: (circle one) CACFP NSLP

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:
3/21/24	RECESS				PROFESSIONAL DEVELOPMENT DAY
22	SATURDAY				
23	SUNDAY				
24					
25					
26					
27					
28					
29	SATURDAY				
30	SUNDAY				
31					
4/1/24					
2					
3					
4					
5	SATURDAY				
6	SUNDAY				
7					
8					
9					
10					
11					
12	SATURDAY				
13	SUNDAY				
14	RECESS				SPRING BREAK BEGINS
15	RECESS				
16	RECESS				
17	RECESS				
18	RECESS				
19	SATURDAY				
20	SUNDAY				

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: _____