

**GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: MAY 21, 2025 THROUGH JUNE 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:
5/21/24					
22					
23					
24	SATURDAY				
25	SUNDAY				
26	HOLIDAY				MEMORIAL DAY
27					
28					
29					
30					
31	SATURDAY				
6/1/24	SUNDAY				
2					
3					
4					LAST DAY OF SCHOOL
5					
6					
7					
8	SATURDAY				
9	SUNDAY				
10					
11					
12					
13					
14					
15	SATURDAY				
16	SUNDAY				
17					
18					
19	HOLIDAY				JUNETEENTH NATIONAL INDEPENDENCE DAY OBSERVANCE
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: _____