

GJUESD CLASSIFIED EMPLOYEE TIME RECORD
PAYROLL PERIOD: SEPTEMBER 21, 2024 THROUGH OCTOBER 20, 2024

NAME: _____ **EMPLOYEE ID:** _____

POSITION: _____

LOCATION: _____

CAFETERIA: (circle one) CACFP NSLP

ABSENCE CODES:

- 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:
9/21/23	SATURDAY				
22	SUNDAY				
23					
24					
25					
26					
27					
28	SATURDAY				
29	SUNDAY				
30					
10/1/23					
2					
3					
4					
5	SATURDAY				
6	SUNDAY				
7					
8					
9					
10	RECESS				PROFESSIONAL DEVELOPMENT DAY
11	RECESS				SCHOOL NOT IN SESSION
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: _____