

HILLSBOROUGH CITY SCHOOL DISTRICT

TIME SHEET

NAME: _____ POSITION: _____

FROM: _____ 11, THROUGH: _____ 10, _____ LOCATION: _____

TIME SHEETS ARE DUE THE 10TH OF THE MONTH IN ORDER TO RECEIVE COMPENSATION AT THE END OF THIS MONTH. ANY TIME WORKED AFTER THE 10TH SHOULD BE INCLUDED ON NEXT MONTH'S TIME SHEET.

Employees working 5 or more hours per day must take at least a 30 minute non-paid lunch break during their work day. (Per Calif. Labor Code Sec. 512)

Employees working more than 5 but less than 6 hours per day may waive the lunch break by mutual consent with administrator.

Employee is entitled to one paid 10 minute break per 4 hours worked and two paid 10 minute breaks if they work 7 or more hours per day.

CODE: OT - OVERTIME AT - ADDITIONAL TIME S - SUBSTITUTE T - TEMPORARY

DAY	START TIME	END TIME	TOTAL WORK HOURS	*CODE	EXPLANATION	DAY	START TIME	END TIME	TOTAL WORK HOURS	*CODE	EXPLANATION
1						27					
2						28					
3						29					
4						30					
5						31					
6						1					
7						2					
8						3					
9						4					
10						5					
11						6					
12						7					
13						8					
14						9					
15						10					
16						TOTAL HOURS					

EMPLOYEE'S SIGNATURE _____

DATE _____

SUPERVISOR'S SIGNATURE** _____

DATE _____

**** ATTENTION SUPERVISOR: YOU MUST PROVIDE ACCOUNT NUMBER BELOW**

SUPERVISOR and PAYROLL OFFICE USE ONLY

Id	Resource	Yr.	Goal	Function	Object	Site	Sub/Prog.	HOURS
/	/	/	/	/	/	/	/	_____
/	/	/	/	/	/	/	/	_____
/	/	/	/	/	/	/	/	_____

Initials

Regular Pay Hours Worked: _____ X Hourly Rate: _____

1/2 Pay Hours Worked: _____ X 1 1/2 = _____ X Hourly Rate: _____

Date _____