San Diego Unified SCHOOL DISTRICT

Classified Time Card (L1)

Week of (Beginning with Monday):

Employee

Name (Last, First):

ID Number:

Location Name and Number:

Position Title:

Combo Code:

Attendance Reporting

Enter time in and time out for each day worked (i.e. 8 a.m. in and 10 a.m. out). In type of work below, enter total hours worked each day based on these times.
Note: All overtime must be pre-approved by your manager.

Date: (MM-DD-YY)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time in							
Time out							
Time in							
Time out							

Type of Work (add total hours under day worked based on times above)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Classified Hourly Pay TRC=LHR							
Extra Time TRC=EXTRA							
Overtime Straight TRC=OTS							
Overtime and a Half TRC=OTH							
Overtime Double TRC=OTD							
Workshop TRC=WKL							
Workshop Overtime TRC=WKLOT							
Total Hours							

Reason for Hours Worked:

Signatures

Employee Signature   Date
By signing, I certify that the information I provided is accurate and true.

Supervisor Approval Signature   Date
I certify this to be an accurate statement of services rendered for this employee.

Manager Approval Signature *(This signature is required for overtime)*   Date
I certify this to be an accurate statement of services rendered for this employee.

Timekeeper Signature   Date

Classified Hourly Pay	Classified Hourly Employees Only-**Will not pay on a salaried job**
Extra Time	Time worked in addition to the normal work day up to 8 hours per day.
Overtime and a Half	1.5 x Hourly Rate-all time in excess of 8 hours per day or 40 hours per week.
Overtime Straight	1 x Hourly Rate
Overtime Double	2 x Hourly Rate
Workshop	$10.50 per hour for workshop attendance
Workshop OT	$15.75 per hour for overtime workshop attendance