TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT CLASSIFIED TIME RECORD

(Substitute, Overtime, and Extra Duty)

Name: _____ **ID#:** _____ **School Site:** _____

Position: _____ **Number of Contract Hours:** _____

Contract Hours: From _____ **To** _____

Pay cycle runs from the 21st of the month through the 20th of the next month and then is paid on the 10th of the following month.

Date	Time				Account Coding FD-RESC-Y-OBJ-SO-GOAL-FUNC-SCH-L1-LO2-L3											Reason for Extra Duty/Overtime
	In	Out	In	Out	xx	xxxx	x	xxxx	xx	xxxx	xxxx	xxx	xx	xxx	xx	
	am pm	am pm	am pm	am pm												
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	am pm	am pm	am pm	am pm												

Signature of Employee _____ Date _____

Signature of Site Administrator _____ Date _____

Regular Hours: _____ @ $ _____ = $ _____

Extra Duty: _____ @ $ _____ = $ _____

Overtime: _____ @ $ _____ = $ _____

Payroll Use Only **Time Card Total:** $