PUSD Payroll Timesheet

Due in the payroll office no later than the 2nd working day of the month

Comp time, extra time, overtime, and out-of-class work MUST be pre-approved by the Principal or Site Administrator and funding must be identified. All bargaining unit agreements and Board Policies *must* be followed to be valid. Email this time sheet to your Prinicpal's Secretary/Administrative Assistant, who will review the timesheet and then forward to the Principal/Department Administrator. You can request a copy of the signed time sheet for your records as well.

Name: ______________________________ Employee No.#: ____________________

Payroll Period: ____________ 11, 20 _____ to ____________ 10, 20 _____
(month) (month)

Site/Dept.: ____________________ Signature: ______________________ Page ____ of ____

Date	Hours Worked	Time Category (check one)		Description of Work Performed
		☐ Comp Time ☐ Overtime ☐ Extra Time ☐ Out of Class		
Start Time	End Time	SACS #	Approval	Date
		__ - ____ - ____ - ____ - ____ - ___ - _ - _		

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TOTAL HOURS WORKED	COMP TIME	OVERTIME	EXTRA TIME	OUT OF CLASS	TOTAL
	hrs	hrs	hrs	hrs	hrs

Principal's Secretary/Administrative Assistant: Please review entries and forward to Principal/Department Head for final approval.

Principal/Department Head: Please sign each link entry for employee and email to Payroll office prior to close of business on the 2nd day of the month: Richard Garcia rgarcia@pittsburgusd.net - Certificated OR Mindi Pierce mpierce@pittsburgusd.net - Classified

Employee Email: ______________________________ Date: ____________________