San Diego Unified SCHOOL DISTRICT

Classified Time Card (L1)

Week of (Beginning with Monday):

Employee

Name (Last, First):

Employee ID Number

Location Name and Number

Position Title

Combo Code:

Attendance Reporting
Enter time in and time out for each day worked. (For example; "8:00 am" in and "12:00 pm" out). **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 reported above.

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

Signatures

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

Date _____

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

Date _____

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

Date _____

_____
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	Workshop attendance
Workshop Overtime	Overtime workshop attendance