

**NAME:** \_\_\_\_\_  
**SITE/LOCATION:** \_\_\_\_\_  
**MONTH:** \_\_\_\_\_

**CERTIFICATED TIMESHEET FOR REGULAR EMPLOYEES  
(YELLOW TIMESHEET)  
Morgan Hill Unified School District 15600 Concord Circle,  
Morgan Hill, CA 95037**

Completed timesheets are due to the Payroll dept. by 12:00 p.m. on the LAST DAY OF THE MONTH for payment on the 10th of the following month. Budget Numbers and Approval Signatures ( signed in blue ink) must be on this timesheet before it reaches the Payroll department. Incomplete timesheets will be returned to the School Site/Location where the work was completed.

**WE CAN ONLY PAY FROM ORIGINAL TIMESHEETS - Please do not send faxes or copies.**

DATE	HOURS	DETAIL OF WORK PERFORMED OR SUBSTITUTED FOR:	BUDGET NUMBER		Req #
<b>TOTAL HOURS</b> _____		<b>EMPLOYEE SIGNATURE</b> _____	BILL - Billing Account BTSA - Beginning Teacher Support CEDT - Testing of EL Students COLD - Collaboration District COLS - Collaboration Site CORG - Collective Bargaining FLD - Field Trip HMWK- Home Work Club INEP - Individualized Education Plan INTP - Intervention	KIND - Kindergarten Support OFFT - Off Site Training PBIS - Pos. Behav. Interv. Strag. PEER - Peer Review PRPL - Professional Leave Site PLAN - Planning STUT - Student Study Team TRDO - Training at DO TRSN - Teacher Support Network VACN- Open Position/Vacancy	BRLV - Bereavement Leave FMLA - Family Leave INAC - Industrial Accident JULV - Jury Leave LOTS - Long Term Sub PEPN - Personal Necessity PRML - Pregnancy/Maternity Leave SICK - Sick Leave VACA - Vacation
<b>HOURLY RATE \$</b> _____	<b>DATE</b> _____		<b>SUPERVISOR SIGNATURE</b> _____		
<b>TOTAL</b> \$ _____	<b>DATE</b> _____		<b>SUPERVISOR SIGNATURE</b> _____		