

NAME: \_\_\_\_\_  
 SITE/LOCATION: \_\_\_\_\_  
 MONTH: \_\_\_\_\_  
 PERSONNEL REQUISITION #: \_\_\_\_\_

**CLASSIFIED TIMESHEET FOR REGULAR EMPLOYEES  
 (BLUE 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	(CIRCLE ONE) HOURS ARE			DETAIL OF WORK PERFORMED OR SUBSTITUTED FOR:	BUDGET NUMBER
		EX	OT	SUB		
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .
		EX	OT	SUB		- . - . - . - . - . - . - .

**TOTAL HOURS** \_\_\_\_\_

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**HOURLY RATE \$** \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_ **SUPERVISOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_