NAME: _____

SITE/LOCATION: _____

MONTH: _____

PERSONNEL REQUISITION #:

CLASSIFIED TIMESHEET FOR SUBSTITUTE EMPLOYEES (PINK 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 EX	OT	SUB	DETAIL OF WORK PERFORMED OR SUBSTITUTED FOR:	BUDGET NUMBER
		EX	OT	SUB		__ __ __ - __ __ __ __ - __ - __ __ __ __ - __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __ __ __ - __ __ __ - __ __ __ __
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_____
TOTAL HOURS

_____
EMPLOYEE SIGNATURE DATE

HOURLY RATE $ _____

TOTAL $ _____

_____
SUPERVISOR SIGNATURE DATE