Employee Time sheet
Colton-Redlands-Yucaipa Regional Occupational Program
1214 Indiana Court, Redlands, CA 92374

Employee Name:

Instructions:

- Select employee classification box
- Mark the correct assignment code next to each day worked
- Enter hours in quarter hour increments only
- Provide digital signature below

| **Classified Employee Time Sheet Deadline-15th**

R = Regular Rate of Pay
T = Overtime | **Certificated Employee Time Sheet Deadline-15th**
N = Non-Teaching
R = Regular Rate of Pay
S = Substitutes Teaching
C = Community Classroom | Received: Entered:

Payroll Cycle: Payroll Date:

R   S1   S |

Date:	Code:	Description:	Hours:	Admin Only:	Date:	Code:	Description:	Hours:	Admin Only:

Total Hours

Admin Only Section	Budget Codes	Hours	Rate	Total	Admin Only Section	Budget Codes	Hours	Rate	Total
		X	=				X	=	
		X	=				X	=	

Employee Signature

By signing this time sheet, I certify that this sheet is true, correct, and complete

Supervisor Signature

By signing this time sheet, I certify that this sheet is true, correct, and complete