CLASSIFIED TIMESHEET (Pink)
Overtime/Supplemental

From: _____ 21 _____ To: _____ 20 _____
Mo. Yr Mo. Yr

Due 5:00 p.m. on the 21st. – MUST include Sick, Vacation and Holiday hours.
****

Last Name *First Name* *Middle* *Escape Employee ID*

Time Worked Per Day Include – Sick, Vacation and Holiday (Round to the nearest quarter hr)				Time Worked Per Day Include – Sick, Vacation and Holiday (Round to the nearest quarter hr)		
Date	Day	Hours		Date	Day	Hours
21				6		
22				7		
23				8		
24				9		
25				10		
26				11		
27				12		
28				13		
29				14		
30				15		
31				16		
1				17		
2				18		
3				19		
4				20		
5				Total Hours		

Employee Signature:	FOR PAYROLL OFFICE USE ONLY
Budget Code:	HRS @ =
Department:	
Position:	
Supervisor Signature: Printed Name:	

Revised 12/25