



EAST SIDE UNION HIGH SCHOOL DISTRICT  
**DAILY TIMESHEET**

CLASSIFIED

CERTIFICATED

REQUIRED

EMPLOYEE (LEGAL NAME ONLY) \_\_\_\_\_ EMPLOYEE ID (6-DIGITS) \_\_\_\_\_ FTE \_\_\_\_\_ HOURS/WEEK \_\_\_\_\_

MONTH 1 \_\_\_\_\_ MONTH 2 \_\_\_\_\_ YEAR \_\_\_\_\_ POSITION \_\_\_\_\_ LOCATION \_\_\_\_\_

Day	Time			Alpha Code	Time			Alpha Code	Time			Alpha Code	Total Hours
	In	Out	Total		In	Out	Total		In	Out	Total		
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

Fund	Location	Program	Goal	Function	Object	Resource	Year	Manager	Alpha	Hours	Pay Rate	Total Pay

Alpha Codes	
A Sub - Personal Necessity 436-1150	F Home Teaching Handicapped 383
B Sub - Illness 436-1151	G Saturday School 176
C Sub - School Business 437-1152	H Summer Counselor
D Sub - Vacant 437-1153	I Extra Class 1113
E Home Teaching 194	J Summer School 187-1110
	K Admin Supervision 1119
L _____	
M _____	
N _____	

Grand Total Pay: \_\_\_\_\_

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

PRINCIPAL/SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

PROGRAM MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

*As per CA Labor Code Section 512, an employee with a work period of more than **five hours** per day must take a meal period of not less than 30 minutes; an employee with a work period of more than **ten hours** per day must take a second meal period of not less than 30 minutes.*