

# MONTEREY COUNTY OFFICE OF EDUCATION - HOURLY TIMESHEET

## SUMMER SCHOOL (CERTIFICATED PERSONNEL ONLY)

Office use only:  
Daily prorated hours:

EMPLOYEE NAME (PRINT): \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ XXX-XX-\_\_\_\_

DIVISION: \_\_\_\_\_

**INSTRUCTIONS:**

Please fill out this form daily. When completed, sign and forward immediately to your division at the county office. Summer school time sheets are cut off on the 31st of the month. When the 31st falls on a Saturday or Sunday, the preceding Friday will be the cut-off date. Employees are responsible for turning in time sheets by the cut-off date to INSURE PAYMENT.

PAY PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

| DAY | TIME IN | TIME OUT | REGULAR HOURS | FOR OFFICE USE ONLY |              |                | LOCATION/<br>DUTIES | SUPV<br>APPRVL | OTHER /<br>VAC/SICK |
|-----|---------|----------|---------------|---------------------|--------------|----------------|---------------------|----------------|---------------------|
|     |         |          |               | EXTRA<br>REG RATE   | OVT<br>HOURS | TOTAL<br>HOURS |                     |                |                     |
| 1   |         |          |               |                     |              |                |                     |                |                     |
| 2   |         |          |               |                     |              |                |                     |                |                     |
| 3   |         |          |               |                     |              |                |                     |                |                     |
| 4   |         |          |               |                     |              |                |                     |                |                     |
| 5   |         |          |               |                     |              |                |                     |                |                     |
| 6   |         |          |               |                     |              |                |                     |                |                     |
| 7   |         |          |               |                     |              |                |                     |                |                     |
| 8   |         |          |               |                     |              |                |                     |                |                     |
| 9   |         |          |               |                     |              |                |                     |                |                     |
| 10  |         |          |               |                     |              |                |                     |                |                     |
| 11  |         |          |               |                     |              |                |                     |                |                     |
| 12  |         |          |               |                     |              |                |                     |                |                     |
| 13  |         |          |               |                     |              |                |                     |                |                     |
| 14  |         |          |               |                     |              |                |                     |                |                     |
| 15  |         |          |               |                     |              |                |                     |                |                     |
| 16  |         |          |               |                     |              |                |                     |                |                     |
| 17  |         |          |               |                     |              |                |                     |                |                     |
| 18  |         |          |               |                     |              |                |                     |                |                     |
| 19  |         |          |               |                     |              |                |                     |                |                     |
| 20  |         |          |               |                     |              |                |                     |                |                     |
| 21  |         |          |               |                     |              |                |                     |                |                     |
| 22  |         |          |               |                     |              |                |                     |                |                     |
| 23  |         |          |               |                     |              |                |                     |                |                     |
| 24  |         |          |               |                     |              |                |                     |                |                     |
| 25  |         |          |               |                     |              |                |                     |                |                     |
| 26  |         |          |               |                     |              |                |                     |                |                     |
| 27  |         |          |               |                     |              |                |                     |                |                     |
| 28  |         |          |               |                     |              |                |                     |                |                     |
| 29  |         |          |               |                     |              |                |                     |                |                     |
| 30  |         |          |               |                     |              |                |                     |                |                     |
| 31  |         |          |               |                     |              |                |                     |                |                     |

TOTAL HOURS

EMPLOYEE SIGNATURE

DATE

DIVISION APPROVAL

DATE

| Fund | Resource | Yr | Goal | Function | Object | School | Local | Manager |
|------|----------|----|------|----------|--------|--------|-------|---------|
|      |          |    |      |          |        |        |       |         |
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|      |          |    |      |          |        |        |       |         |
|      |          |    |      |          |        |        |       |         |

TOTAL HOURS:

HOURS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

| <b>Business Office Use Only:</b> |       | <i>Amount paid on this timesheet:</i> |
|----------------------------------|-------|---------------------------------------|
| PERS reg. creditable hours       | _____ | _____                                 |
| PERS creditable over time hours  | _____ | _____                                 |
| Non creditable over time hours   | _____ | _____                                 |