

# Golden Feather Union School District Timesheet

**Employee ID Number** \_\_\_\_\_

**Name** \_\_\_\_\_

**Prior Month/Year** \_\_\_\_\_

Date	Reg	Extra	Sub	O/T	Explanation of Duties/ Substitute for Whom
26					
27					
28					
29					
30					
31					

TO BE COMPLETED BY MANAGER

Days/ Hours	E/S/O	Rate	Org Key	Object

**Current Month/Year** \_\_\_\_\_

Date	Reg	Extra	Sub	O/T	Explanation of Duties/ Substitute for Whom
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					
<b>Total</b>					

\_\_\_\_\_ Please Pay for Hours Worked

\_\_\_\_\_ Please Credit to Comp Time

**PLEASE NOTE: DELAY OF PAYMENT MAY RESULT  
WHEN THE PAYROLL DEPARTMENT CAN NOT  
INTERPRET TIMECARD ENTRIES**

I certify that the hours and days claimed are correct.

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

I certify that days worked, hours posted, and coding are  
correct to the best of my knowledge and belief.

**Supervisor's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Reg:** Regular Hours paid monthly

**Extra:** Additional hours in your normal position

**Sub:** Other than your normal position

**O/T:** Over 8 hrs a day or Saturday or Sunday

ay period runs from the 26th of the month to the 25th of the month. Do not record current month hours in the prior month section.

**Employee Instructions:** Hourly employees should report the number of hours worked not the time period worked. Substitute teachers should report time in half or whole days. Certificated employees should report time in hours. Indicate the number of hours/days worked in the appropriate column. Indicate in the "Explanation" column reason you worked additional hours or the person for whom you substituted. Total your hours & SIGN your timecard.