Sheridan School District 48J 2023-2024 Time Sheet ** EXTRA DUTY **

Emplo	yee Name – Print							ayroll Period	
Emplo	yee's Signature						D	ate	
Schoo	l or Program			Job Title or	Assignmen	t	-		
DAY	Date	Hours Worked	Project or Grant	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Tin	ne Sheet Sch	edule
Sat									
Sun							Cut-off Date	Due to DO	Pay Date
M							Jul 14	Jul 18	Jul 25
Tu				-			Aug 15	Aug 17	Aug 25
W							Sep 15	Sep 18	Sep 25
Th							Oct 13	Oct 18	Oct 25
F							Nov 15	Nov 16	Nov 22
Sat							Dec 15	Dec 18	Dec 22
Sun							Jan 15	Jan 18	Jan 25
М							Feb 15	Feb 19	Feb 23
Tu							Mar 15	Mar 18	Mar 22
W							Apr 15	Apr 18	Apr 25
Th							May 15	May 17	May 24
F							Jun 14	Jun 18	Jun 25
Sat								Summer Chec	ks
Sun							Jul	ly	Jul 25
М							Aug	ust	Aug 25
Tu									
W							Leave Codes:		
Th							AP = Approved	Leave	
F							BR = Bereavem	ent	
Sat							CM = Comp Tin	ne Leave	
Sun							EM = Emergend		
М							EX = Extreme F		.eave
Tu							FL = OFLA/FML		
W							FT = Field Trip		
Th							FX = Flex Time		
F							H = Paid Holida	ıy	
Sat							JD = Jury Duty		
Sun							MU = Leave Wit		
М							NC = Non-Cont		
Tu							PL = Personal I		
W							PR = Professio		
Th							SC = School CI		
F					<u> </u>		SL = Sick Leave		
	TOTAL HOURS						VC = Vacation	-	
		<u>I</u>			1		70		
NOTI	ES:					SUPERVISOR:			
						55. 2.0166N			
						Supervisor's Signature of Approval		Date	

Emplo	oyee Name – Print					- F	Payroll Period				
Emplo	yee's Signature								Date		
School	ol or Program			-	Job Title or	Assignment	t	-			
DAY	Date	Hours Worked	Leave Time Taken	Leave	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Time Sheet Schedule			
Sat											
Sun								Cut-off Date	Due to DO	Pay Date	
M			<u> </u>	 	<u> </u>	 		Jul 14	Jul 18	Jul 25	
Tu W		l .	 	 	 		<u> </u>	Aug 15	Aug 17	Aug 25	
Th			 	 	 			Sep 15 Oct 13	Sep 18 Oct 18	Sep 25 Oct 25	
F			 	 	 	 		Nov 15	Nov 16	Nov 22	
Sat								Dec 15	Dec 18	Nov 22 Dec 22	
Sun								Jan 15	Jan 18	Jan 25	
M						Feb 15	Feb 19	Feb 23			
Tu				 			Mar 15	Mar 18	Mar 22		
W								Apr 15	Apr 18	Apr 25	
Th						 		May 15	May 17	May 24	
F				†				Jun 14	Jun 18	Jun 25	
Sat									Summer Chec	cks	
Sun								Ju	ly	Jul 25	
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Tu											
W								Leave Codes:			
Th								AP = Approved	l Leave		
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Sat								CM = Comp Tir			
Sun								EM = Emergen			
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Tu				ļ	<u> </u>			FL = OFLA/FM			
W			<u> </u>	 	<u> </u>			FT = Field Trip			
Th			 	 	 		<u> </u>	FX = Flex Time			
F								H = Paid Holida			
Sat Sun								JD = Jury Duty			
M								MU = Leave Wi			
Tu			 		 	+ +		PL = Personal			
W						 		PR = Personal			
Th			 		 	 		SC = School C			
F			 		 	 		SL = Sick Leav			
H	TOTAL HOURS		<u> </u>	 		 		VC = Vacation	·		
NOT	ES:						SUPERVISOR:				
	Supervisor's Signature of Approval Date										
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							_	Jul 17	- Aug 15	
yee Name – Print						-				
							_			
yee's Signature								Date		
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l or Program				Job Title or	Assignment	t .				
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Date	Hours Worked	Time	eave	Over	TOTAL	Hours Over Reason	Ti	me Sheet Sch	edule	
	Worked	Taken	20	Regular	HOOKO	(All flours over must be pre-approved)				
							Cut off Data	Due to DO	Day Data	
Jul 17, 2023							1	10	Pay Date Jul 25	
			_	 			4		Aug 25	
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				 			Oct 13	Oct 18	Oct 25	
Jul 21, 2023			 				Nov 15	Nov 16	Nov 22	
							Dec 15	Dec 18	Dec 22	
							Jan 15	Jan 18	Jan 25	
Jul 24, 2023							Feb 15	Feb 19	Feb 23	
Jul 25, 2023							Mar 15	Mar 18	Mar 22	
Jul 26, 2023							Apr 15	Apr 18	Apr 25	
Jul 27, 2023							May 15	May 17	May 24	
Jul 28, 2023							Jun 14	Jun 18	Jun 25	
								Summer Chec		
							1	-	Jul 25	
-			<u> </u>	↓			Aug	gust	Aug 25	
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Aug 4, 2023				<u> </u>			4			
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Aug 14, 2023							1 11			
Aug 15, 2023							PL = Personal	Leave		
							PR = Profession	onal Leave		
							SC = School C	losure		
							SL = Sick Leav	/e		
TOTAL HOURS				<u> </u>			VC = Vacation			
ES:						SUPERVISOR:				
						Supervisor's Signature of Approval		Date		
	Date Jul 17, 2023 Jul 18, 2023 Jul 20, 2023 Jul 21, 2023 Jul 25, 2023 Jul 26, 2023 Jul 27, 2023 Jul 28, 2023 Jul 28, 2023 Aug 1, 2023 Aug 2, 2023 Aug 4, 2023 Aug 4, 2023 Aug 9, 2023 Aug 10, 2023 Aug 11, 2023 Aug 11, 2023 Aug 11, 2023 Aug 11, 2023 Aug 17, 2023	Date Hours Worked Jul 17, 2023 Jul 18, 2023 Jul 19, 2023 Jul 20, 2023 Jul 21, 2023 Jul 25, 2023 Jul 26, 2023 Jul 27, 2023 Jul 28, 2023 Jul 28, 2023 Aug 1, 2023 Aug 1, 2023 Aug 4, 2023 Aug 4, 2023 Aug 9, 2023 Aug 10, 2023 Aug 11, 2023 Aug 14, 2023 Aug 15, 2023 Aug 15, 2023 Aug 15, 2023	Date Hours Time Taken Jul 17, 2023 Jul 18, 2023 Jul 19, 2023 Jul 21, 2023 Jul 25, 2023 Jul 26, 2023 Jul 27, 2023 Jul 28, 2023 Jul 28, 2023 Aug 1, 2023 Aug 4, 2023 Aug 4, 2023 Aug 9, 2023 Aug 11, 2023 Aug 14, 2023 Aug 15, 2023	Date Hours Worked Time Taken Jul 17, 2023 Jul 18, 2023 Jul 20, 2023 Jul 21, 2023 Jul 25, 2023 Jul 27, 2023 Jul 28, 2023 Jul 28, 2023 Aug 1, 2023 Aug 4, 2023 Aug 7, 2023 Aug 10, 2023 Aug 11, 2023 Aug 15, 2023	Date Hours Worked Time Taken P	Date	Section Signature Job Title or Assignment	Septemble Sept	Payrol Ported Payrol Porte	

									Aug 16	- Sep 15
Emplo	yee Name – Print						<u> </u>	Payroll Period		
Emplo	yee's Signature							_	Date	
Schoo	ol or Program			_	Job Title o	r Assignmer	t	<u> </u>		
		Hours	Leave	ve de	Hours	TOTAL	Hours Over Reason	1	011.01.	
DAY	Date	Worked	Time Taken	Leave	Over Regular	HOURS	(All hours over must be pre-approved)	11 ''	me Sheet Sch	eaule
Sat										
Sun								Cut-off Date	Due to DO	Pay Date
М								Jul 14	Jul 18	Jul 25
Tu								Aug 15	Aug 17	Aug 25
W	Aug 16, 2023							Sep 15	Sep 18	Sep 25
Th	Aug 17, 2023							Oct 13	Oct 18	Oct 25
F	Aug 18, 2023							Nov 15	Nov 16	Nov 22
Sat								Dec 15	Dec 18	Dec 22
Sun								Jan 15	Jan 18	Jan 25
М	Aug 21, 2023							Feb 15	Feb 19	Feb 23
Tu	Aug 22, 2023							Mar 15	Mar 18	Mar 22
W	Aug 23, 2023							Apr 15	Apr 18	Apr 25
Th	Aug 24, 2023							May 15	May 17	May 24
F	Aug 25, 2023							Jun 14	Jun 18	Jun 25
Sat									Summer Chec	ks
Sun								Ji	uly	Jul 25
М	Aug 28, 2023							Au	gust	Aug 25
Tu	Aug 29, 2023								·	
W	Aug 30, 2023							Leave Codes:		
Th	Aug 31, 2023							AP = Approve	d Leave	
F	Sep 1, 2023							BR = Bereave	ment	
Sat								CM = Comp Ti	ime Leave	
Sun								EM = Emerger	ncy Leave	
М	Sep 4, 2023							EX = Extreme	Family Illness L	eave
Tu	Sep 5, 2023							FL = OFLA/FN	ILA/PLO	
W	Sep 6, 2023							FT = Field Trip)	
Th	Sep 7, 2023				<u> </u>			FX = Flex Tim	e	
F	Sep 8, 2023							H = Paid Holid	lay	
Sat								JD = Jury Dut	у	
Sun								MU = Leave W	ithout Pay	
М	Sep 11, 2023							NC = Non-Cor	ntract Leave	
Tu	Sep 12, 2023							PL = Personal	Leave	
W	Sep 13, 2023							PR = Professi	onal Leave	
Th	Sep 14, 2023							SC = School C		
F	Sep 15, 2023							SL = Sick Lea		
	TOTAL HOURS				<u> </u>	<u> </u>		VC = Vacation	1	
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NOT	ES:						SUPERVISOR:			
							Supervisor's Signature of Approval		Date	

							Sep 18 - Oct 13			
Empl	oyee Name – Print	t					-	Payroll Period		
Empl	oyee's Signature							-	Date	
Scho	ol or Program			=	Job Title o	r Assignme	nt	_		
DAY	Date	Hours Worked	Leave Time Taken	Leave	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Tiı	me Sheet Sch	edule
Sat										
Sun	0 40 0000							Cut-off Date	Due to DO	Pay Date
M	Sep 18, 2023							Jul 14	Jul 18	Jul 25
Tu	Sep 19, 2023							Aug 15	Aug 17	Aug 25
W	Sep 20, 2023 Sep 21, 2023							Sep 15 Oct 13	Sep 18 Oct 18	Sep 25 Oct 25
Th F	Sep 21, 2023 Sep 22, 2023							Nov 15	Nov 16	Oct 25 Nov 22
Sat	Sep 22, 2023							Dec 15	Dec 18	Nov 22 Dec 22
Sun								Jan 15	Jan 18	Jan 25
M	Sep 25, 2023							Feb 15	Feb 19	Feb 23
Tu	Sep 26, 2023							Mar 15	Mar 18	Mar 22
W	Sep 27, 2023							Apr 15	Apr 18	Apr 25
Th	Sep 28, 2023							May 15	May 17	May 24
F	Sep 29, 2023							Jun 14	Jun 18	Jun 25
Sat									Summer Chec	
Sun								Jı	uly	Jul 25
М	Oct 2, 2023							1	gust	Aug 25
Tu	Oct 3, 2023								<u>- "</u>	
W	Oct 4, 2023							Leave Codes:		
Th	Oct 5, 2023							AP = Approve		
F	Oct 6, 2023							BR = Bereave		
Sat								CM = Comp Ti	me Leave	
Sun								EM = Emerger	ncy Leave	
М	Oct 9, 2023								Family Illness L	eave
Tu	Oct 10, 2023							FL = OFLA/FN	ILA/PLO	
W	Oct 11, 2023							FT = Field Trip)	
Th	Oct 12, 2023							FX = Flex Time	е	
F	Oct 13, 2023							H = Paid Holid	lay	
Sat								JD = Jury Dut	y	
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Tu								PL = Personal	Leave	
W								PR = Professi	onal Leave	
Th								SC = School C		
F						<u> </u>		SL = Sick Lea		
<u> </u>	TOTAL HOURS			<u> </u>				VC = Vacation	l	
NOT	EC.									
INUI	EO.						SUPERVISOR:			
							Supervisor's Signature of Approval		Date	

									Oct 16	- Nov 15
Empl	oyee Name – Prin	t					-	Payroll Period		
Empl	oyee's Signature								Date	
Scho	ol or Program			_	Job Title o	r Assignme	nt	_		
DAY	Date	Hours Worked	Leave Time Taken	Leave	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Tiı	ne Sheet Sch	edule
Sat										
Sun								Cut-off Date	Due to DO	Pay Date
М	Oct 16, 2023							Jul 14	Jul 18	Jul 25
Tu	Oct 17, 2023							Aug 15	Aug 17	Aug 25
W	Oct 18, 2023							Sep 15	Sep 18	Sep 25
Th	Oct 19, 2023				ļ			Oct 13	Oct 18	Oct 25
F	Oct 20, 2023							Nov 15	Nov 16	Nov 22
Sat								Dec 15	Dec 18	Dec 22
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Tu	Oct 24, 2023							Mar 15	Mar 18	Mar 22
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F	Oct 27, 2023							Jun 14	Jun 18	Jun 25
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М	Nov 6, 2023							1	Family Illness L	eave
Tu	Nov 7, 2023							FL = OFLA/FN	-	
W	Nov 8, 2023							FT = Field Trip		
Th	Nov 9, 2023							FX = Flex Time		
F	Nov 10, 2023							H = Paid Holid		
Sat								JD = Jury Dut	=	
Sun								MU = Leave W		
М	Nov 13, 2023							NC = Non-Cor	-	
Tu	Nov 14, 2023							PL = Personal	Leave	
W	Nov 15, 2023							PR = Professi	onal Leave	
Th								SC = School C	losure	
F								SL = Sick Lea	ve	
	TOTAL HOURS							VC = Vacation		
ГОИ	ES:						SUPERVISOR:			
							Supervisor's Signature of Approval		Date	
I							· ·		Date	

								Nov 16 - Dec 15			
Empl	loyee Name – Prin	t						Payroll Period			
Empl	loyee's Signature								Date		
Scho	ol or Program			_	Job Title o	r Assignme	nt	_			
DAY	Date	Hours Worked	Leave Time Taken	Leave Code	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Tiı	ne Sheet Sch	edule	
Sat											
Sun								Cut-off Date	Due to DO	Pay Date	
М								Jul 14	Jul 18	Jul 25	
Tu								Aug 15	Aug 17	Aug 25	
W								Sep 15	Sep 18	Sep 25	
Th	Nov 16, 2023							Oct 13	Oct 18	Oct 25	
F	Nov 17, 2023							Nov 15	Nov 16	Nov 22	
Sat								Dec 15	Dec 18	Dec 22	
Sun								Jan 15	Jan 18	Jan 25	
М	Nov 20, 2023							Feb 15	Feb 19	Feb 23	
Tu	Nov 21, 2023							Mar 15	Mar 18	Mar 22	
W	Nov 22, 2023							Apr 15	Apr 18	Apr 25	
Th	Nov 23, 2023							May 15	May 17	May 24	
F	Nov 24, 2023							Jun 14	Jun 18	Jun 25	
Sat								I	Summer Chec		
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W	Dec 6, 2023							FL = OFLA/FN FT = Field Trip			
Th	Dec 7, 2023							FX = Flex Time			
F	Dec 8, 2023							H = Paid Holid			
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М	Dec 11, 2023							NC = Non-Cor	-		
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Th	Dec 14, 2023							SC = School C			
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	TOTAL HOURS							VC = Vacation			
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							Supervisor's Signature of Approval		Date		
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									Dec 18	- Jan 15	
Empl	loyee Name – Prin	t					-	Payroll Period			
Empl	loyee's Signature							-	Date		
Scho	ol or Program			-	Job Title o	r Assignmer	nt	_			
DAY	Date	Hours Worked	Leave Time Taken	Leave	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Tiı	me Sheet Sch	edule	
Sat					- Control			1			
Sun								Cut-off Date	Due to DO	Pay Date	
М	Dec 18, 2023							Jul 14	Jul 18	Jul 25	
Tu	Dec 19, 2023							Aug 15	Aug 17	Aug 25	
W	Dec 20, 2023							Sep 15	Sep 18	Sep 25	
Th	Dec 21, 2023							Oct 13	Oct 18	Oct 25	
F	Dec 22, 2023							Nov 15	Nov 16	Nov 22	
Sat								Dec 15	Dec 18	Dec 22	
Sun								Jan 15	Jan 18	Jan 25	
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Tu	Mar 18	Mar 22									
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Th	Dec 28, 2023							May 15	May 17	May 24	
F	Dec 29, 2023							Jun 14	Jun 18	Jun 25	
Sat									Summer Chec	ks	
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Tu	Jan 2, 2024										
W	Jan 3, 2024							Leave Codes:			
Th	Jan 4, 2024							AP = Approve			
F	Jan 5, 2024							BR = Bereave			
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M	Jan 8, 2024							-1	Family Illness L	eave	
Tu	Jan 9, 2024							FL = OFLA/FN			
W	Jan 10, 2024							FT = Field Trip			
Th F	Jan 11, 2024				-			FX = Flex Time			
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Sat Sun								JD = Jury Duty			
M	Jan 15, 2024							MU = Leave W NC = Non-Cor	-		
Tu	Jan 13, 2024							PL = Personal			
W								PR = Personal			
Th								SC = School C			
F								SL = Sick Lea			
H	TOTAL HOURS				<u> </u>			VC = Vacation			
<u> </u>		<u> </u>		<u> </u>	<u> </u>	<u> </u>		Vacation	'		
NOT	TES:						SUPERVISOR:				
							Supervisor's Signature of Approval		Date		

										i - Feb 15
Empl	oyee Name – Print	t						Payroll Period		
Empl	oyee's Signature								Date	
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Scho	ol or Program				Job Title o	r Assignmer	nt			
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DAY	Date	Hours Worked	Leave Time	Leave	Hours Over	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Tir	ne Sheet Sch	nedule
Cat		Worked	Taken	٥٠	Regular	Hooko	(All Hours over must be pro-approved)			
Sat Sun								Cut-off Date	Due to DO	Day Data
M								Jul 14	Due to DO Jul 18	Pay Date Jul 25
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Sat									Summer Chec	cks
Sun								Jı	ıly	Jul 25
М	Jan 29, 2024							Aug	gust	Aug 25
Tu	Jan 30, 2024									
W	Jan 31, 2024							Leave Codes:		
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Sun								EM = Emerger		
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Tu	Feb 6, 2024					-		FL = OFLA/FM		
W	Feb 7, 2024							FT = Field Trip		
Th F	Feb 8, 2024			<u> </u>	 			FX = Flex Time		
Sat	Feb 9, 2024							H = Paid Holid	=	
Sun								JD = Jury Duty MU = Leave W		
М	Feb 12, 2024							NC = Non-Con	-	
Tu	Feb 13, 2024							PL = Personal		
W	Feb 14, 2024							PR = Profession		
Th	Feb 15, 2024			-				SC = School C		
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	TOTAL HOURS							VC = Vacation		
<u> </u>										
NOT	ES:						SUPERVISOR:			
							Supervisor's Signature of Approval			
Ī							Supervisor's Signature of Approval		Date	

								Feb 16 - Mar 15			
Empl	loyee Name – Print	t						Payroll Period			
Empl	loyee's Signature							-	Date		
Scho	ol or Program			=	Job Title o	r Assignme	nt	_			
DAY	Date	Hours Worked	Leave Time Taken	Leave	Hours Over Regular	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Tiı	ne Sheet Sch	edule	
Sat			Taken		Regular			11			
Sun								Cut-off Date	Due to DO	Pay Date	
M								Jul 14	Jul 18	Jul 25	
Tu								Aug 15	Aug 17	Aug 25	
W								Sep 15	Sep 18	Sep 25	
Th								Oct 13	Oct 18	Oct 25	
F	Feb 16, 2024							Nov 15	Nov 16	Nov 22	
Sat								Dec 15	Dec 18	Dec 22	
Sun								Jan 15	Jan 18	Jan 25	
М	Feb 19, 2024			Feb 15	Feb 19	Feb 23					
Tu	Feb 20, 2024							Mar 15	Mar 18	Mar 22	
W	Feb 21, 2024							Apr 15	Apr 18	Apr 25	
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F	Feb 23, 2024							Jun 14	Jun 18	Jun 25	
Sat									Summer Chec	ks	
Sun								Ju	ıly	Jul 25	
М	Feb 26, 2024							Aug	gust	Aug 25	
Tu	Feb 27, 2024								"		
W	Feb 28, 2024							Leave Codes:			
Th	Feb 29, 2024							AP = Approve	d Leave		
F	Mar 1, 2024							BR = Bereave	ment		
Sat								CM = Comp Ti	me Leave		
Sun								EM = Emerger	ncy Leave		
М	Mar 4, 2024							EX = Extreme	Family Illness L	eave	
Tu	Mar 5, 2024							FL = OFLA/FM	LA/PLO		
W	Mar 6, 2024							FT = Field Trip)		
Th	Mar 7, 2024							FX = Flex Time	•		
F	Mar 8, 2024							H = Paid Holid	-		
Sat								JD = Jury Duty			
Sun								MU = Leave W	-		
М	Mar 11, 2024				ļ			NC = Non-Con			
Tu	Mar 12, 2024							PL = Personal			
W	Mar 13, 2024							PR = Profession			
Th	Mar 14, 2024							SC = School C			
F	Mar 15, 2024				<u> </u>			SL = Sick Lea			
<u></u>	TOTAL HOURS				<u> </u>	<u> </u>		VC = Vacation			
NOT	TEQ.					1					
INU	ES.						SUPERVISOR:				
							Supervisor's Signature of Approval		Date		

									Mar 18	3 - Apr 15
Empl	oyee Name – Print						-	Payroll Period	•	
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Empl	oyee's Signature								Date	
				_				_		
Scho	ol or Program				Job Title o	r Assignmer	nt			
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DAY	Date	Hours Worked	Leave Time	Leave Code	Hours Over	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Tir	ne Sheet Sch	edule
Cat		Worked	Taken	70	Regular	1100110	(Fill Hours over must be pro approved)	{ 		
Sat Sun								Cut-off Date	Due to DO	Doy Date
M	Mar 18, 2024							Jul 14	Due to DO Jul 18	Pay Date Jul 25
Tu	Mar 19, 2024							Aug 15	Aug 17	Aug 25
W	Mar 20, 2024							Sep 15	Sep 18	Sep 25
Th	Mar 21, 2024							Oct 13	Oct 18	Oct 25
F	Mar 22, 2024							Nov 15	Nov 16	Nov 22
Sat								Dec 15	Dec 18	Dec 22
Sun								Jan 15	Jan 18	Jan 25
M Mar 25, 2024 Feb 15 Feb 19										
Tu	Mar 26, 2024		Mar 15	Mar 18	Mar 22					
W	Mar 27, 2024							Apr 15	Apr 18	Apr 25
Th	Mar 28, 2024							May 15	May 17	May 24
F	Mar 29, 2024							Jun 14	Jun 18	Jun 25
Sat									Summer Chec	ks
Sun								Jι	ıly	Jul 25
М	Apr 1, 2024							Aug	gust	Aug 25
Tu	Apr 2, 2024									
W	Apr 3, 2024							Leave Codes:		
Th -	Apr 4, 2024							AP = Approve		
F	Apr 5, 2024							BR = Bereave		
Sat								CM = Comp Ti		
Sun M	Apr. 9, 2024							EM = Emerger		
Tu	Apr 8, 2024 Apr 9, 2024							1 II	Family Illness L	.eave
W	Apr 10, 2024							FL = OFLA/FM FT = Field Trip		
Th	Apr 11, 2024							FX = Flex Time		
F	Apr 12, 2024							H = Paid Holid		
Sat	, , , , , , , ,							JD = Jury Duty	-	
Sun								MU = Leave W		
М	Apr 15, 2024							NC = Non-Con	-	
Tu								PL = Personal		
W								PR = Profession	onal Leave	
Th								SC = School C	losure	
F								SL = Sick Leav	/e	
	TOTAL HOURS							VC = Vacation		
NOT	ES:						SUPERVISOR:			
							Supervisor's Signature of Approval		Date	

									Apr 16	- May 15	
Emplo	oyee Name – Print	t			_				Payroll Period		
Emplo	oyee's Signature				_				Date		
Schoo	ol or Program			-	Job Title o	or Assignmer	nt	-			
								- <i>-</i>			
DAY	Date	Hours	Leave Time	Leave Code	Hours Over	TOTAL	Hours Over Reason] [_{⊤ir}	me Sheet Sch	redule	
		Worked	Taken	ٽ ٿ	Regular	HOURS	(All hours over must be pre-approved)	— I illie Sheet Scheddie			
Sat								<u> </u>			
Sun								Cut-off Date	Due to DO	Pay Date	
M			<u> </u>	<u> </u>		<u> </u> !		Jul 14	Jul 18	Jul 25	
Tu	Apr 16, 2024		<u> </u>	<u> </u>		 		Aug 15	Aug 17	Aug 25	
W	Apr 17, 2024		<u> </u>	<u> </u>		 		Sep 15	Sep 18	Sep 25	
Th	Apr 18, 2024		 	<u> </u>	 	 		Oct 13	Oct 18	Oct 25	
F	Apr 19, 2024			-				Nov 15	Nov 16	Nov 22	
Sat								Dec 15	Dec 18	Dec 22	
Sun	1							Jan 15	Jan 18	Jan 25	
M	Apr 22, 2024		<u> </u>	<u> </u>	 	 		Feb 15	Feb 19	Feb 23	
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F	Apr 25, 2024 Apr 26, 2024		 	 	 			Jun 14	May 17 Jun 18	мау 24 Jun 25	
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M	Apr 29, 2024							-1	gust	Aug 25	
Tu	Apr 30, 2024		 	 	 	+			Just	Aug 20	
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Sun								EM = Emerger			
М	May 6, 2024							71 III	Family Illness L	eave	
Tu	May 7, 2024			 	†			FL = OFLA/FM	-	.04.0	
W	May 8, 2024							FT = Field Trip			
Th	May 9, 2024							FX = Flex Time			
F	May 10, 2024							H = Paid Holid			
Sat								JD = Jury Duty	-		
Sun								MU = Leave W	_		
М	May 13, 2024							NC = Non-Con	•		
Tu	May 14, 2024							PL = Personal	Leave		
W	May 15, 2024							PR = Profession	onal Leave		
Th								SC = School C	losure		
F			<u> </u>					SL = Sick Leav	ve		
	TOTAL HOURS			<u> </u>		<u> </u>		VC = Vacation	I		
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									May 16 - Jun 14		
Employee Name – Print									Payroll Period		
Empl	oyee's Signature			Date							
Cabasil as Disassan								<u> </u>			
School or Program Job Title or Assignment						r Assignme	nt				
_		I	Leave	1	Hours	1		1			
DAY	Date	Hours Worked	Time	Leave	Over	TOTAL HOURS	Hours Over Reason (All hours over must be pre-approved)	Tin	ne Sheet Sch	edule	
0 1		Worked	Taken	70	Regular	1100113	(All flours over flust be pre-approved)	-11			
Sat											
Sun								Cut-off Date	Due to DO	Pay Date	
M								Jul 14	Jul 18	Jul 25	
Tu								Aug 15	Aug 17	Aug 25	
W	M 10, 0004							Sep 15	Sep 18	Sep 25	
Th	May 16, 2024							Oct 13	Oct 18	Oct 25	
F	May 17, 2024							Nov 15	Nov 16	Nov 22	
Sat								Dec 15	Dec 18	Dec 22	
Sun	M 20, 2024							Jan 15	Jan 18	Jan 25	
M	May 20, 2024							Feb 15	Feb 19	Feb 23	
Tu	May 21, 2024							Mar 15	Mar 18	Mar 22	
W	May 22, 2024							Apr 15	Apr 18	Apr 25	
Th F	May 23, 2024 May 24, 2024							May 15 Jun 14	May 17 Jun 18	May 24 Jun 25	
-	May 24, 2024							Jun 14	Summer Chec		
Sat Sun								┨ "	II I	Jul 25	
M	May 27, 2024							Ju	-		
Tu	May 28, 2024							Aug	just	Aug 23	
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F	May 31, 2024							AP = Approved Leave			
Sat	Way 51, 2024							BR = Bereavement			
Sun								CM = Comp Time Leave			
М	Jun 3, 2024							EM = Emergency Leave			
Tu	Jun 4, 2024							EX = Extreme Family Illness Leave			
W	Jun 5, 2024							-1	FL = OFLA/FMLA/PLO		
Th	Jun 6, 2024							FT = Field Trip FX = Flex Time			
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F	Jun 14, 2024							SL = Sick Leav			
	TOTAL HOURS							VC = Vacation			
TON	NOTES: SUPERVISOR:										
							Supervisor's Signature of Approval		D.:		
							Supervisor S Signature of Approval		Date		

Employee's Signature	Employee's Signature	Jun 17 - Jun 28								
Date Hours Worked Taken Worked Taken Sun Hours Worked Taken Worked Taken Sun Hours Worked Taken Worked Taken Sun Hours Worked Taken Worked Worked Taken Worked Worke	Day Date Hours Time S S Day Hours Time Taken Tak	F	Payroll Period							
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Sun	Sun									
M Jun 17, 2024 Feb 15 Feb 19 Feb 23 Tu Jun 18, 2024 Mar 15 Mar 18 Mar 22 Apr 15 Apr 18 Apr 25 May 15 May 17 May 24 Jun 21, 2024 Jun 14 Jun 18 Jun 25 Summer Checks Sun July Jul 25 August Aug 25 Tu Jun 25, 2024 August Aug 25 Tu Jun 26, 2024 Apr 18 Apr 25 M Jun 24, 2024 Jun 18 Jun 25 August Aug 25 Aug 25 Leave Codes: APr 2pproved Leave BR = Bereavement CM = Comp Time Leave Sat Sun Emergency Leave EM = Emergency Leave EM = Emergency Leave EM = Emergen	M Jun 17, 2024 Tu Jun 18, 2024 W Jun 19, 2024 F Jun 21, 2024 F Jun 21, 2024 Sat Sun M Jun 24, 2024 Tu Jun 25, 2024 Tu Jun 25, 2024 Th Jun 27, 2024 F F Jun 28, 2024 Th Jun 27, 2024 F F Jun 28, 2024 Th Jun 27, 2024 F F Jun 28, 2024 Th Jun 27, 2024 F F Jun 28, 2024 Th Jun 27, 2024 F F Jun 28, 2024 Th Jun 27, 2024 F F Jun 28, 2024 Th Jun 27, 2024 F F Jun 28, 2024 Tu U Tu									
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Sun Sun	Sun	Jun 14								
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Th Jun 27, 2024 AP = Approved Leave F Jun 28, 2024 CM = Comp Time Leave Sun EM = Emergency Leave EM = Extreme Family Illness Leave Tu FL = OFLA/FMLA/PLO FT = Field Trip FX = Flex Time F H = Paid Holiday JD = Jury Duty MU = Leave Without Pay M NC = Non-Contract Leave	Th Jun 27, 2024 AP = A F Jun 28, 2024 BR = E Sun EM = E EM = E M Tu FL = C W FT = F FX = F Th FX = F FX = F Sat JD = J JMU = I Sun MU = I NC = N Tu PL = P PR = F Th F SC = S Th TOTAL HOURS NC = N									
F Jun 28, 2024 BR = Bereavement	F Jun 28, 2024 Sat Sun Sun									
Sat CM = Comp Time Leave Sun EM = Emergency Leave M EX = Extreme Family Illness Leave FL = OFLA/FMLA/PLO FT = Field Trip FX = Flex Time FX = Flex Time H = Paid Holiday JD = Jury Duty Sun MU = Leave Without Pay M = Non-Contract Leave	Sat CM = C Sun EM = E M EX = E Tu FL = C W FT = F Th FX = F Sat JD = J Sun MU = I M NC = N Tu PL = P W PR = F Th SC = S SL = S VC = N									
Sun EM = Emergency Leave M EX = Extreme Family Illness Leave Tu FL = OFLA/FMLA/PLO FT = Field Trip FX = Flex Time F H = Paid Holiday Sat JD = Jury Duty Sun MU = Leave Without Pay M NC = Non-Contract Leave	Sun EM = E M EX = E Tu FL = C W FT = F Th FX = F Sat JD = J Sun MU = I M NC = N Tu PL = P W PR = F Th SC = S SL = S VC = N									
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M NC = Non-Contract Leave	M									
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	W									
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SOI ENVIORE		SUFERVISOR.								
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