

WILLOWS UNIFIED SCHOOL DISTRICT
 823 W. Laurel Street
 Willows, CA 95988
 (530) 934--6600

TIME SHEET

Employee Name: _____
Identification Number: _____

*Current Month: _____

Prior Month		Position Worked/Substitute (Identify employee you subbed for)	Account Code
Date	Hrs/Days		
26			
27			
28			
29			
30			
31			
* CURRENT MONTH			
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			

Total Hours/Days

*** FOR PAYROLL DEPARTMENT ONLY ***

Pay Rate	Hours/Days	Amount Due
TOTAL		

I certify that the hours/days claimed are correct

Employee Signature

Supervisor/Coordinator/Director/Administrator

NOTE: _____

**Pay day is on the 10th of the month. If the 10th falls on the weekend, then the pay day is on Friday prior to the 10th. See detail on the back.*

<u>MONTH</u>	<u>PAY PERIOD</u>	<u>PAY DAY*</u>
July	July 1 - July 25	August 10th
August	July 26 - August 25	September 10th
September	August 26 - September 25	October 10th
October	September 26 - October 25	November 10th
November	October 26 - November 25	December 10th
December	November 26 - December 25	January 10th
January	December 26 - January 25	February 10th
February	January 26 - February 25	March 10th
March	February 26 - March 25	April 10th
April	March 26 - April 25	May 10th
May	April 26 - May 25	June 10th
June	May 26 - June 30	July 10th
June	June 26 - June 30	July 10th

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