Bus Aide

Bus Aide

Bus Aide

Bus Aide

Bus Aide

Secretary

Secretary

Secretary

Secretary

Health Clerk

Health Clerk

Health Clerk

Health Clerk

Health Clerk

Proctor

Proctor

Proctor

Para

Para

Para

Para

Security

Security

Security

Security

Security

Clerk

Clerk

Clerk

Clerk

Maintenance

Maintenance

Maintenance

Maintenance

Maintenance

Bus Driver

Bus Driver

Bus Driver

Bus Driver

Other:

Other:

Other:

Other:

Other:

PE Attnd.

PE Attnd.

PE Attnd.

PE Attnd.

FSW

FSW

FSW

FSW

Librarian

Librarian

Librarian

Librarian

Librarian

Custodian

Custodian

Custodian

Custodian

*NAME: *Last 4 of SS: *LOCATION: ***One (1) time sheet per location*** Was this for an absent For D.O. Extra Hours *Resource *Position you worked: Please circle ONLY one (1) position. employee, a vacancy, or Job # and Notes: *Date: Worked Code **Use ONLY** extra work? Clerk Para Proctor Secretary Custodian **Bus Driver** PE Attnd. **FSW** absence extra work vacant/open position **Health Clerk Bus Aide** Librarian Security Maintenance Other: Proctor Secretary Custodian Clerk **Bus Driver** PE Attnd. **FSW** absence extra work Para vacant/open position **Health Clerk Bus Aide** Librarian Security Maintenance Other: Custodian **Bus Driver** PE Attnd. FSW Proctor Secretary Clerk absence extra work vacant/open position **Health Clerk Bus Aide** Librarian Security Maintenance Other: Para Proctor Secretary Custodian Clerk **Bus Driver** PE Attnd. **FSW** absence extra work vacant/open position **Health Clerk Bus Aide** Librarian Security Maintenance Other: Custodian Clerk PE Attnd. FSW Para Proctor Secretary **Bus Driver** absence extra work vacant/open position **Health Clerk Bus Aide** Librarian Security Maintenance Other: Para Proctor Secretary Custodian Clerk **Bus Driver** PE Attnd. FSW absence extra work vacant/open position Librarian Security Health Clerk Bus Aide Maintenance Other: Proctor Secretary Custodian Clerk **Bus Driver** PE Attnd. FSW absence extra work Para vacant/open position **Bus Aide** Librarian Security Maintenance Other: Health Clerk Para Proctor Secretary Custodian Clerk **Bus Driver** PE Attnd. FSW absence extra work vacant/open position **Health Clerk Bus Aide** Librarian Security Maintenance Other: Para Proctor Secretary Custodian Clerk **Bus Driver** PE Attnd. **FSW** absence extra work vacant/open position Librarian Security **Health Clerk Bus Aide** Maintenance Other: Clerk **FSW** Custodian **Bus Driver** PE Attnd. Para Proctor Secretary absence extra work vacant/open position **Health Clerk Bus Aide** Librarian Security Maintenance Other: Para Proctor Secretary Custodian Clerk **Bus Driver** PE Attnd. FSW absence extra work

		DISTRICT OFFICE USE ONLY						
		Total Hours:		RESOURCE	REG. HOURS	REG. RATE	O.T. HOURS	O.T. RATE
Employee Signature:	Date:		1.			\$		\$
Signature.	Date		2.			\$		\$
*Admin Signature:	Date:		3.			\$	į,	\$
			4.			\$		\$

vacant/open position

absence extra work vacant/open position



2023 - 2024

SUBSTITUTES

ONLY

Please <u>DO NOT</u> use this form if you're a contract employee

Cycle	Pay Period Start	Pay Period End	DO Cutoff Date	Pay Date
07	Saturday, July 1, 2023	Thursday, July 20, 2023	Tuesday, July 25, 2023	Wednesday, August 9, 2023
08	Friday, July 21, 2023	Friday, August 18, 2023	Wednesday, August 23, 2023	Saturday, September 9, 2023
09	Saturday, August 19, 2023	Friday, September 15, 2023	Wednesday, September 20, 2023	Monday, October 9, 2023
10	Saturday, September 16, 2023	Wednesday, October 18, 2023	Monday, October 23, 2023	Thursday, November 9, 2023
11	Thursday, October 19, 2023	Tuesday, November 14, 2023	Friday, November 17, 2023	Saturday, December 9, 2023
12	Wednesday, November 15, 2023	Wednesday, December 13, 2023	Friday, December 15, 2023	Tuesday, January 9, 2024
01	Thursday, December 14, 2023	Thursday, January 18, 2024	Tuesday, January 23, 2024	Friday, February 9, 2024
02	Friday, January 19, 2024	Friday, February 16, 2024	Wednesday, February 21, 2024	Saturday, March 9, 2024
03	Saturday, February 17, 2024	Saturday, March 16, 2024	Thursday, March 21, 2024	Tuesday, April 9, 2024
04	Sunday, March 17, 2024	Wednesday, April 17, 2024	Monday, April 22, 2024	Thursday, May 9, 2024
05	Thursday, April 18, 2024	Friday, May 17, 2024	Wednesday, May 22, 2024	Sunday, June 9, 2024
06	Saturday, May 18, 2024	Monday, June 17, 2024	Thursday, June 20, 2024	Tuesday, July 9, 2024
6SL	Tuesday, June 18, 2024	Friday, June 28, 2024	Monday, July 1, 2024	Monday, July 15, 2024

Cultivate

*
Creative

*
Kindness

Time Conversion Chart (Minutes to Decimal Hours)

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours	
1	.02	21	.35	41	.68	
2	.03	22	.37	42	.70	
3	.05	23	.38	43	.72	
4	.07	24	.40	44	.73	
5	.08	25	.42	45	.75	
6	.10	26	.43	46	.77	
7	.12	27	.45	47	.78	
8	.13	28	.47	48	.80	
9	.15	29	.48	49	.82	
10	.17	30	.50	50	.83	
11	.18	31	.52	51	.85	
12	.20	32	.53	52	.87	
13	.22	33	.55	53	.88	
14	.23	34	.57	54	.90	
15	.25	35	.58	55	.92	
16	.27	36	.60	56	.93	
17	.28	37	.62	57	.95	
18	.30	38	.63	58	.97	
19	.32	39	.65	59	.98	
20	.33	40	.67	60	1.0	

RS OR BUDGET CODE	Description	
0100	S&C - LCAP	
0103	Discretionary	
3010	Title Improvement	
3182	CSI	
3312	Disproportionality	
5310	CNS	
6500	SPED	
7810	Early Literacy	
2600	Summer School	
RS OR BUDGET CODE MUST BE ENTERED BEFORE SUBMITTING TO PAYROLL		

If you are not sure what RS or Budget Code to use please contact your site administrator.

<u>Payroll is unable to enter time without a RS or Budget Code.</u> If you need further assistance with the full account number after you have obtained a RS or Budget Code, please reach out to **budgettransfers@aesd.net**