



**Our Children. Learning Today. Leading Tomorrow.  
PASADENA UNIFIED SCHOOL DISTRICT  
BUSINESS SERVICES**

**PRINT IN BLUE PAPER**

## CLASSIFIED OVERTIME TIMESHEET

PAY PERIOD:
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EMPLOYEE NAME \_\_\_\_\_

EID / SSN \_\_\_\_\_

JOB TITLE \_\_\_\_\_

WORK LOC. \_\_\_\_\_

**INSTRUCTIONS**

All information **MUST** be completed in **BLUE INK** and submitted to the payroll office with required signatures on the assigned **DUE DATE**. Refer to Payroll Schedule for timesheet **DUE DATE**. ***Incomplete timesheets will be return to timekeeper resulting in late payment.***

Fund	Resource	Goal	Function	Object	Location	PR Number	RATE :

DATE	WORK HOURS START	WORK HOURS END	WORK HOURS START	WORK HOURS END	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
VERIFICATION INITIALS (TIMEKEEPER)			TOTAL HOURS		

<b>KEY NOTES</b>
5 MIN = 0.08
10 MIN = 0.17
15 MIN = 0.25
30 MIN = 0.50
45 MIN = 0.75
60 MIN = 1.00

OFFICE USE PC NUMBER :
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Supervisor / Administrator PRINTED NAME \_\_\_\_\_ Supervisor / Administrator SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_