

Time sheets **MUST** be submitted by the monthly due date. **INCOMPLETE** time sheets will be returned.

SANTEE SCHOOL DISTRICT

9625 Cuyamaca Street

Santee, CA 92071

(619) 258-2300

District Use Only

Position #

HOURLY EMPLOYEE'S TIME SHEET

Employee's Name		Employee Identification Number (REQUIRED)
Position	Hourly Rate	Date Time Sheet Submitted (Month & Year)
Request For: <input type="checkbox"/> Regular Pay <input type="checkbox"/> Overtime Pay <input type="checkbox"/> Substitute Pay <input type="checkbox"/> Stipend <input type="checkbox"/> Other _____		

Employee's Use				District Use Only			
Date	Absentee or Job Title	Hours Worked	Min Worked	Position	Rate	Combo Code	Approval Signature
TOTAL HOURS/MIN WORKED							

I CERTIFY THIS REPORT TO BE TRUE AND CORRECT

EMPLOYEE'S SIGNATURE	SUPERVISOR'S SIGNATURE	DATE