

Employee: _____
 Position: _____
 School District: _____

 Pay period start date: _____ 31st-15th
 Pay period end date: _____ 16th-30th

| Day | Date | TIME IN | LUNCH | TIME OUT | Total Hrs Worked (Hourly Employees Only) | Days (Per Diem Only) | Hrs Absent | Notes | Substitute (If needed) |
|--------------------|------|---------|-------|----------|---|-------------------------|------------|-------|---------------------------|
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| Total hours | | | | | | | | | |

| Program Code: Teacher Aides | | |
|-----------------------------|--|-----------------------------|
| A-213-4220-161 | | 12:1:1 |
| A 213-4220-161-002 | | 12:1:1 T. Aide 1:1 |
| A214-4235-161 | | 8:1:1 |
| A214-4235-161-002 | | 8:1:1 T. Aide 1:1 |
| A215-4220-161 | | 12:1:1 CCC |
| A215-4220-161-002 | | 12:1:1 CCC T. Aide 1:1 |
| A-216-4240-161 | | 12:1:3:1 |
| A 216-4240-161-002 | | 12:1:3:1 T. Aide 1:1 |
| A220-4231-161 | | 6:1:2 Autism |
| A220-4231-161-002 | | 6:1:2 Autism T. Aide 1:1 |
| A220-4231-161-100 | | 6:1:2 SEL |
| A220-4231-161-102 | | 6:1:2 SEL T. Aide 1:1 |
| A277-4235-161 | | 8:1:1 DT/Alt ED |
| A277-4235-161-002 | | 8:1:1 DT/Alt ED T. Aide 1:1 |
| A-703-4990-161 | | Teacher Aide Floater |

| Program Code: Part Time | | |
|--------------------------|--|---------------------------|
| A502-6310-160 | | PTMVO |
| A652-7140-160 | | PT Typist |
| F884-1415-1609 | | (DDP) |
| F-884-1415-160 | | PT Daycare |
| Program Code: Substitute | | |
| A101-3990-159 | | CTE Sub |
| A418-5873-159 | | Compass Sub |
| A430-5916-159 | | H S Equivalency Sub |
| A703-4990-159 | | Teacher/Tcher Assist. Sub |
| A703-4990-169 | | Teacher Aide Sub |
| Professional Development | | |
| A703-4990-150-000 | | SPED Teacher/Assistant |
| A703-4990-161-000 | | SPED Aide |

| | |
|-----------------------------------|-------------------|
| Employee Signature _____ | Date _____ |
| Supervisor Signature _____ | Date _____ |

BUDGET CODE

| Absent Codes | |
|--------------------------------|----|
| Personal Time | P |
| Sick Time | S |
| Family Illness | FI |
| Absent Codes needing Approvals | |
| Cancer Screening | CS |
| Conference | C |
| Death in Family | D |
| Jury Duty | J |