

NAME: _____					CERTIFICATED TIMESHEET FOR REGULAR EMPLOYEES		
SITE/LOCATION: _____					(YELLOW TIMESHEETS)		
					Morgan Hill Unified School District 15600 Concord Circle, Morgan Hill, CA 95037		
Completed timesheets are due to the Payroll dept. by 12:00 p.m. on the 18th of each Month for payment on the 10th of the following month. Budget Numbers and Approval Signatures (signed in blue ink) must be on this timesheet before it reaches the Payroll department. Incomplete timesheets will be returned to the School Site/Location where the work was completed. WE CAN ONLY PAY FROM ORIGINAL TIMESHEETS - Please do not send faxes or copies.							
MONTH	DATE	HOURS	Full Day X	Half Day X	DETAIL OF WORK PERFORMED OR SUBSTITUTED FOR:	BUDGET NUMBER	REQ #
	16						
	17						
	18						
	19						
	20						
	21						
	22						
	23						
	24						
	25						
	26						
	27						
	28						
	29						
	30						
	31						
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						

TOTAL: Days _____
Hrs _____

HR Rate: \$ _____
Daily Rate: \$ _____
TOTAL: \$ _____

EMPLOYEE SIGNATURE _____ DATE _____
SUPERVISOR SIGNATURE _____ DATE _____

BRLV - Bereavement Leave	PN - Personal Necessity
FMLA - Family Leave	OPEN - Open Position/Vacancy
JURY - Jury Leave	SICK - Sick Leave
TRNS - Translation	PLAN - Planning
SUPP - Class/Extra Support	OFF - Office Support
IEP - Individual Education Plan	HLTH - Helath Office
PD - Professional Development	COLL - Collective Bargaining