Lincoln Unified School District

2010 W. Swain Road Stockton, CA 95207-4055

Payroll Time Sheet

☐ **Certificated** ☐ **Classified** ☐ **Student** ☐ **Conf./Mgmt**

☐ **SUBSTITUTE** - due to payroll by 25th of the month for payment on the 10th of the following month

☐ **REGULAR** - due to payroll by the 10th of the month for payment at the end of the month

Name _____ **Payroll ID or Soc. Sec. Number** _____ **Employee Signature** _____

Date	Job Number	Site/ Location	Absent Employee or Position	Total Hours/Days	Account Number								Approval of Supervisor or Designee
					Fund	Resource	Yr.	Goal	Function	Object	Site	Mgmt.	
							0						
							0						
							0						
							0						
							0						
							0						
							0						
							0						
							0						
							0						
			Total Hours/Days										

Job Code Pay Type	Pay Rate	Total Hours/Days	Total Earnings	Account Number								%	FOR PAYROLL USE ONLY
				Fund	Resource	Yr.	Goal	Function	Object	Site	Mgmt.		