

HOURLY TIME SHEET

POWAY UNIFIED SCHOOL DISTRICT

15250 AVENUE OF SCIENCE SAN DIEGO, CALIFORNIA 92128-3406

**TIME SHEETS MUST BE SUBMITTED
TO PAYROLL ON OR BEFORE
PUBLISHED DUE DATES TO ENSURE
PROCESSING FOR THAT MONTH**

- REGULAR HOURS
- OVERTIME HOURS
- LIMITED TERM HOURS

EMPLOYEE'S NAME (PRINT LAST, FIRST)			CURRENT POSITION			REASON FOR ADDITIONAL HOURS			IRREGULAR WORK SCHEDULE YES OR NO	
EMPLOYEE ID NUMBER (REQUIRED)										
DATE	JOB WORKED / PERSON ABSENT	HOURS WORKED	COMBO CODE	FUND-RESOURCE-SUB	GOAL	FUNCTION	OBJECT-SUB	SCHOOL	LOCATION	INITIAL
Payroll Use Sum	Payroll Use Combo Code	-	I certify this report to be true and correct and it is an after the fact report of actual work I did on the dates specified. I have full knowledge of the work I completed.							
			EMPLOYEE SIGNATURE (REQUIRED)			Date	SUPERVISOR'S SIGNATURE (REQUIRED)			Date
			P-27A FEDERAL/STATE (REV 112014)			DISTRIBUTION: WHITE-PAYROLL YELLOW - SCHOOL or DEPARTMENT PINK-EMPLOYEE				