

# 2017-18 CLASSIFIED CATEGORICAL PAYROLL SHEET

NAME: \_\_\_\_\_ Payroll ID#: \_\_\_\_\_ SITE: \_\_\_\_\_ Payroll Period: \_\_\_\_\_  
*(Legal Name used for Payroll)* *(4 digits/issued by HR)* *(Work Location)* *(Month/Year Being Paid In)*

**EXTRA HOURS ARE RECORDED AS:**

XX-XXXX-X-XX**65.65**-XXXX-XXXX-XXX-XXX-XXX

**ACTIVITY or EVENT:** \_\_\_\_\_

**DUTIES PERFORMED:** \_\_\_\_\_

**OVERTIME HOURS ARE RECORDED AS:**

XX-XXXX-X-XX**60.60**-XXXX-XXXX-XXX-XXX-XXX

*\*Info & Signature Required for Categorical Expenditures*

Site Plan Pg: _____	Site Program Admin: _____	Date: _____
Item #: _____	DO Categorical: _____	Date: _____

**SUB HOURS ARE RECORDED AS:**

XX-XXXX-X-XX**70.70**-XXXX-XXXX-XXX-XXX-XXX

**ACCOUNT TO CHARGE:**

01									840	
Fund	Resc	Yr	Object	SO	Goal	Func	Site	DD1	DD2	

**List number of hours worked per day in correct square for Month and Date**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
July																																
Aug																																
Sept																																
Oct																																
Nov																																
Dec																																
Jan																																
Feb																																
Mar																																
Apr																																
May																																
June																																

I affirm that the above hours are correct:

SUBMIT ONLY ORIGINAL TIMESHEETS

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Hours Worked: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_  
Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Total \$: \_\_\_\_\_