



# CONEJO VALLEY UNIFIED SCHOOL DISTRICT

## CLASSIFIED PAYROLL EMPLOYMENT RECORD

### PERMANENT EMPLOYEES

(MUST BE SUBMITTED BY THE 2<sup>ND</sup> OF THE MONTH)

PAY PERIOD \_\_\_\_\_ through \_\_\_\_\_ EMPLOYEE NAME (Print) \_\_\_\_\_

Date	Job Classification	Location	PERM Assign Addtl Hrs	Substitute Hours	Exempt Hours	Overtime Hours	CT Earned	CT Used	Leave Usage Hours (authorized)	Leave Code / Absent EE Name	Supervisor Approval (required for Sub and OT)
							Balance FWD				
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											

**HOURLY TOTALS**

PERM Assign Addtl Hrs	Substitute Hours	Exempt Hours	Overtime Hours	CT Earned	CT Used	Leave Usage (authorized)

EMPLOYEE SIGNATURE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

ADMINISTRATOR'S APPROVAL (AS REQUIRED) \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR PAYROLL USE ONLY**

ASN	NO. HOURS	ACCOUNT NUMBER / PROGRAM OPTION	OTHER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____