



# 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 March 1 through March 31, 2020 EMPLOYEE NAME (Print) Jane Doe

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	Paraeducator I	Banyan		3.0						1:1 vacancy	
3				2.5							
4				3.0							
5				2.5							
6				3.0							
7											
8											
9	Paraeducator	Banyan		3.0						1:1 vacancy	
10				2.5							
11				3.0							
12				2.5							
13				3.0							
14											
15											
16	Paraeducator	Banyan							3.0	LE	
17									2.5	LE	
18									3.0	LE	
19									2.5	LE	
20									3.0	LE	
21											
22											
23	Paraeducator	Banyan							3.0	LE	
24									2.5	LE	
25									3.0	LE	
26									2.5	LE	
27									3.0	LE	
28											
29											
30											
31											

**HOURLY TOTALS**

PERM Assign Addtl Hrs	Substitute Hours	Exempt Hours	Overtime Hours	CT Earned	CT Used	Leave Usage (authorized)
0	28	0	0	0	0	28

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____