

**PAYROLL TIME SHEET - CLASSIFIED EMPLOYEES  
TRINITY COUNTY OFFICE OF EDUCATION  
2011-2012**

Name \_\_\_\_\_ Position \_\_\_\_\_

Month \_\_\_\_\_ Eleventh \_\_\_\_\_

**May - June 2012**

Month/ Date	Day of The Week	Time In A.M.	Time Out A.M.	Time In P.M.	Time Out P.M.	Reg hours Worked	Office use only	Flex Time	OVTM	SL/PNL VAC	Reason For Absence/OT
16	Wednesday										
17	Thursday										
18	Friday										
19	Saturday										
20	Sunday										
21	Monday										
22	Tuesday										
23	Wednesday										
24	Thursday										
25	Friday										
26	Saturday										
27	Sunday										
28	Monday										<b>Memorial Day</b>
29	Tuesday										
30	Wednesday										
31	Thursday										<b>PAY DAY</b>
1	Friday										
2	Saturday										
3	Sunday										
4	Monday										
5	Tuesday										
6	Wednesday										
7	Thursday										
8	Friday										
9	Saturday										
10	Sunday										
11	Monday										
12	Tuesday										
13	Wednesday										
14	Thursday										
15	Friday										

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Approved (Site Admin)

\_\_\_\_\_  
Approved (TCOE Admin)

**NOTE: Timecards are due in TCOE no later than two working days after the 15th of the month.**

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