

**BEND-LA PINE PUBLIC SCHOOLS  
CLASSIFIED PAYROLL TIME RECORD**

**Monthly Pay Period:**

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

DIRECTIONS: Complete sections for LEGAL name, Employee ID Number, school or department. Indicate the base hours assigned to your position. List the date, what work you performed, and the hours you worked over the base hours.

Employee ID Number: \_\_\_\_\_

Printed Legal Name \_\_\_\_\_

BASE HOURS PER DAY \_\_\_\_\_ (Regular Assigned Hours)

School or Department \_\_\_\_\_

For Comptime      For Payment

DATE	DAY	REG. HOURS	SICK HOURS	OTHER LEAVE	DESCRIBE	EXTRA HOURS	DESCRIBE	TOTAL HOURS	Account Number				
									FUND	FUNC	LOC	AREA/OBJ	
									X	XXXX	XX	XXX	XXXX
	MON												
	TUE												
	WED												
	THR												
	FRI												
	SAT												
	SUN												
	TOTAL								REG		O.T.		
	MON												
	TUE												
	WED												
	THR												
	FRI												
	SAT												
	SUN												
	TOTAL								REG		O.T.		
	MON												
	TUE												
	WED												
	THR												
	FRI												
	SAT												
	SUN												
	TOTAL								REG		O.T.		
	MON												
	TUE												
	WED												
	THR												
	FRI												
	SAT												
	SUN												
	TOTAL								REG		O.T.		

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

School/Department Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

- Distribution: 1. Original - Payroll  
2. Yellow - School or Dept.

FOR OFFICE USE ONLY:	Rate	Hours	Days