



PASADENA INDEPENDENT SCHOOL DISTRICT
EMPLOYEE TIME CARD

D 6-6
Rev. 08/14

Name: _____ Employee #: _____

	Date	In	Out	In	Out	In	Out	Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Week Ending: _____ Weekly Total _____
 _____ Overtime to be Paid _____
 Beginning Comp Time Balance _____ Comp Time Earned _____

Reason for Absence:

- | | | |
|----------------------------|-----------------------------------|--------------------------------|
| 101 - Personal Illness | 161 - Military Leave | 204 - Trade Day |
| 111 - Illness in Household | 171 - Non-Duty / Vacation Day | 205 - Unexcused Absence-Dock |
| 121 - Death in Family | 181 - FMLA | 207 - Staff Development |
| 131 - Death-Ext. Family | 191 - Workers Comp-1st 7 Cal Days | 208 - Official School Business |
| 141 - Court Summons | 201 - Jury Duty | 210 - Compensatory Time |
| 151 - Personal Business | 202 - Student Assault | |

Premium rate (time and ½) to be paid after 40 hours per week.

Signed: _____ Approved: _____
 Date: _____ Date: _____



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