



PASADENA INDEPENDENT SCHOOL DISTRICT
EMPLOYEE TIME CARD

D 6-6
Rev. 04/15

Name: _____

Employee #: _____

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

Week Ending: _____

Beginning Comp Time Balance		Weekly Total	
		Overtime to be Paid	
		Comp Time Earned	

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

Week Ending: _____

Beginning Comp Time Balance		Weekly Total	
		Overtime to be Paid	
		Comp Time Earned	

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

Week Ending: _____

Beginning Comp Time Balance		Weekly Total	
		Overtime to be Paid	
		Comp Time Earned	

Reason for Absence:

101 - Personal Illness
111 - Illness in Household
121 - Death in Family
131 - Death-Ext. Family
141 - Court Summons
151 - Personal Business

161 - Military Leave
171 - Non-Duty / Vacation Day
181 - FMLA
191 - Workers Comp-1st 7 Cal Days
201 - Jury Duty
202 - Student Assault

204 - Trade Day
205 - Unexcused Absence-Dock
206 - Excused Absence-Dock
207 - Staff Development
208 - Official School Business
210 - Compensatory Time

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

Signed: _____

Approved: _____

Date: _____

Date: _____