SAN LEANDRO UNIFIED SCHOOL DISTRICT

DUE IN PAYROLL ON THE 5th OF EACH MONTH

WARRANTS ARE ISSUED ON THE LAST WORKING DAY OF THE MONTH

1145 Aladdin Ave, San Leandro, CA 94577 Classified (510) 667-3517 Certificated (510) 667-3516

ADMINISTRATOR APPROVAL REQUIRED			Certificated (510) 667-3516
LAST NAME / FIRST NAME (PLEASE PRINT)	Month (6-31)	Month (1-5)	Year

PSL (Employee ID) Number Job Title

Frontline Conf #			TOE (Employee ID) Number	305 1110			ADMINISTRATOR	
DATE	SITE	Frontline Conf # (if applicable)	BUDGET #	SUB FOR	REASON	FROM-TO	TOTAL HOURS	ADMINISTRATOR APPROVAL
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
1								
2								
3								
4								
5								
*EMPL	OYEE S	IGNATURE		DATE		TOTAL HOURS		

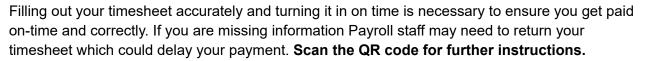
FOR PAYROLL USE ONLY					
х					
HOURS	RATE				

* YOU ARE RESPONSIBLE FOR ACCURATE COMPLETION OF YOUR TIMESHEET

REV: 7/30/2025

San Leandro Unified School District

Timesheet Instructions for Certificated Extra Hours





Pick the right Timesheet to use

CSEA - Extra Hours	For CSEA PERMANENT employees who work LESS than 7.5 hours a day
CSEA - Overtime	For CSEA Permanent employees who work 7.5 hours or MORE
T/T - Overtime	For Teamsters & Trade employees who work 7.5 hours or MORE
Classified - Subs Only	All classified subs. For more details see the QR code
Certificated - Extra Hours	Extra hours worked for all certificated employees
Certificated - Substitute	Certificated substitute teachers

Fill out the top correctly

	ADMINISTRATOR APPROVAL REQUIRED	The month the timesheet begins in and ends in. For example below a timesheet running Sept 6 through Oct 5.					
	Your Last and First Name (LEGAL nam	Sep	Oct	2025			
	LAST NAME / FIRS	Month (6-31)	Month (1-5)	Year			
	Your Employee ID (REQUIRED for accurate/prompt processing)			Your Job Title			
PSL (Employee ID) Number			Job Title				

Enter each line/hours

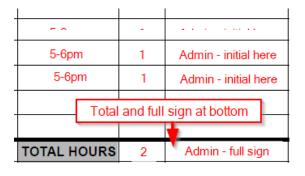
DATE		Frontline Conf # (if applicable)	BUDGET#	SUB FOR	REASON	FROM-TO	TOTAL HOURS	ADMINISTRATOR APPROVAL
6	Site	Frontline code	Account Code String Here	Who you	Reason for	Time From	#	
7	or Code	(if available)		subbed for	extra hours	and To	Hours	
8	I.e.					I.e. 4pm-5pm		
9	SLHS or		See your school office for help on fields you don't know how to fill out.					
10	16		you don't know now to nin out.					

Coding/Admin Approval

Office and admin staff - Ensure each line is coded to the correct budget.

Administrators - Initial or full sign **each** line on the timesheet. Total the Hours at the bottom and full sign next to that.

Original approved timesheets are due to Payroll by the 5th of the month to ensure warrant distribution on the last working day of the month. Failure to meet this deadline may result in delay of payment.



Timesheet Timeline

Timesheets start Timesheets end Timesheets are Timesheet Paid due by the 5th of on the 6th of the the 5th of the on that month's the month. prior month. current month. paycheck. 6th 31st 5th