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

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 **ADMINISTRATOR** Frontline Conf # (if applicable) TOTAL **SUB FOR** FROM-TO DATE SITE **BUDGET# ASSIGNMENT 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

FOR PAYROLL USE ONLY				
x				
HOURS	RATE			

*EMPLOYEE SIGNATURE

* YOU ARE RESPONSIBLE FOR ACCURATE COMPLETION OF YOUR TIMESHEET

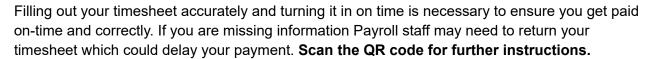
REV: 7/30/2025

TOTAL HOURS

DATE

San Leandro Unified School District

Timesheet Instructions for Classified





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

DMINISTRATOR 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 name as written on your Social Security card)			Oct	2025
LAST NAME / FIRST NAME (PLEASE PRINT)			Month (1-5)	Year
Your Employee ID (REQUIF	ED for accurate/prompt processing)	Your Job Title		
PSI (Employee ID) Number Job Title			itle	

PSL (Employee ID) Number

Enter each line/hours

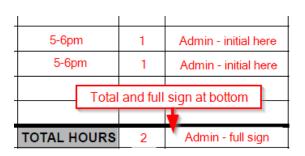
DATE	SITE	Frontline Conf # (if applicable)	BUDGET#	SUB FOR	ASSIGNMENT	FROM-TO	TOTAL HOURS	ADMINISTRATOR APPROVAL
6	Site or -	Frontline code	Account Code String Here	Who you	Assignment	Time From	#	
7	Code	(if available)		subbed for	you subbed in	and To	Hours	
8	l.e.				I.e. for Classified	I.e. 4pm-5pm		
9	SLHS or		See your school office for help on fields you don't know how to fill out.		Subs: Office			
10	16		you don't know now to lill out.		Tech, Para MS, etc.			

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 5th 5th 31st