

PARA-PROFESSIONAL TIME SHEET

NAME:			EMPLOYEE ID#:			
PAY PERIOD: 6/28/08-8/1/08			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
6/30/2008	MONDAY					
7/1/2008	TUESDAY					
7/2/2008	WEDNESDAY					
7/3/2008	THURSDAY					
7/4/2008	FRIDAY	**** HOLIDAY ****				
	TOTAL					
	LESS WORK WEEK					-30.00
	COMP TIME EARNED / USED					
7/7/2008	MONDAY					
7/8/2008	TUESDAY					
7/9/2008	WEDNESDAY					
7/10/2008	THURSDAY					
7/11/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
7/14/2008	MONDAY					
7/15/2008	TUESDAY					
7/16/2008	WEDNESDAY					
7/17/2008	THURSDAY					
7/18/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
7/21/2008	MONDAY					
7/22/2008	TUESDAY					
7/23/2008	WEDNESDAY					
7/24/2008	THURSDAY					
7/25/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
7/28/2008	MONDAY					
7/29/2008	TUESDAY					
7/30/2008	WEDNESDAY					
7/31/2008	THURSDAY					
8/1/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
COMP TIME:	BEGINNING BALANCE:	*EARNED/USED:		ENDING BALANCE:		

*COMP TIME **MUST** BE JUSTIFIED ON THE BACK OF THIS TIME SHEET AND INITIALED BY IMMEDIATE SUPERVISOR.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE:

PARA-PROFESSIONAL TIME SHEET

NAME:			EMPLOYEE ID#:			
PAY PERIOD: 10/25/08-11/28/08			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
10/27/2008	MONDAY					
10/28/2008	TUESDAY					
10/29/2008	WEDNESDAY					
10/30/2008	THURSDAY					
10/31/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
11/3/2008	MONDAY					
11/4/2008	TUESDAY					
11/5/2008	WEDNESDAY					
11/6/2008	THURSDAY					
11/7/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
11/10/2008	MONDAY					
11/11/2008	TUESDAY					
11/12/2008	WEDNESDAY					
11/13/2008	THURSDAY					
11/14/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
11/17/2008	MONDAY					
11/18/2008	TUESDAY					
11/19/2008	WEDNESDAY					
11/20/2008	THURSDAY					
11/21/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
11/24/2008	MONDAY	***** HOLIDAY *****				
11/25/2008	TUESDAY	***** HOLIDAY *****				
11/26/2008	WEDNESDAY	***** HOLIDAY *****				
11/27/2008	THURSDAY	***** HOLIDAY *****				
11/28/2008	FRIDAY	***** HOLIDAY *****				
	TOTAL					
	LESS WORK WEEK					0.00
	COMP TIME EARNED / USED					
COMP TIME:	BEGINNING BALANCE:	*EARNED/USED:		ENDING BALANCE:		

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EMPLOYEE SIGNATURE _____

SUPERVISOR SIGNATURE: _____

PARA-PROFESSIONAL TIME SHEET

NAME:			EMPLOYEE ID#:			
PAY PERIOD: 11/29/08-1/02/09			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
12/1/2008	MONDAY					
12/2/2008	TUESDAY					
12/3/2008	WEDNESDAY					
12/4/2008	THURSDAY					
12/5/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
12/8/2008	MONDAY					
12/9/2008	TUESDAY					
12/10/2008	WEDNESDAY					
12/11/2008	THURSDAY					
12/12/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
12/15/2008	MONDAY					
12/16/2008	TUESDAY					
12/17/2008	WEDNESDAY					
12/18/2008	THURSDAY					
12/19/2008	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
12/22/2008	MONDAY	***** HOLIDAY *****				
12/23/2008	TUESDAY	***** HOLIDAY *****				
12/24/2008	WEDNESDAY	***** HOLIDAY *****				
12/25/2008	THURSDAY	***** HOLIDAY *****				
12/26/2008	FRIDAY	***** HOLIDAY *****				
	TOTAL					
	LESS WORK WEEK					0.00
	COMP TIME EARNED / USED					
12/29/2008	MONDAY	***** HOLIDAY *****				
12/30/2008	TUESDAY	***** HOLIDAY *****				
12/31/2008	WEDNESDAY	***** HOLIDAY *****				
1/1/2009	THURSDAY	***** HOLIDAY *****				
1/2/2009	FRIDAY	***** HOLIDAY *****				
	TOTAL					
	LESS WORK WEEK					0.00
	COMP TIME EARNED / USED					
COMP TIME:	BEGINNING BALANCE:	*EARNED/USED:		ENDING BALANCE:		

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EMPLOYEE SIGNATURE _____

SUPERVISOR SIGNATURE: _____

PARA-PROFESSIONAL TIME SHEET

NAME:			EMPLOYEE ID#:			
PAY PERIOD: 3/28/09-5/1/09			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
3/30/2009	MONDAY					
3/31/2009	TUESDAY					
4/1/2009	WEDNESDAY					
4/2/2009	THURSDAY					
4/3/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
4/6/2009	MONDAY					
4/7/2009	TUESDAY					
4/8/2009	WEDNESDAY					
4/9/2009	THURSDAY					
4/10/2009	FRIDAY	***** HOLIDAY *****				
	TOTAL					
	LESS WORK WEEK					-30.00
	COMP TIME EARNED / USED					
4/13/2009	MONDAY	***** HOLIDAY *****				
4/14/2009	TUESDAY					
4/15/2009	WEDNESDAY					
4/16/2009	THURSDAY					
4/17/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-30.00
	COMP TIME EARNED / USED					
4/20/2009	MONDAY					
4/21/2009	TUESDAY					
4/22/2009	WEDNESDAY					
4/23/2009	THURSDAY					
4/24/2009	FRIDAY	***** BAD WEATHER DAY *****				
	TOTAL					
	LESS WORK WEEK					-30.00
	COMP TIME EARNED / USED					
4/27/2009	MONDAY					
4/28/2009	TUESDAY					
4/29/2009	WEDNESDAY					
4/30/2009	THURSDAY					
5/1/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
COMP TIME:	BEGINNING BALANCE:	*EARNED/USED:		ENDING BALANCE:		

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SUPERVISOR SIGNATURE: _____

PARA-PROFESSIONAL TIME SHEET

NAME:			EMPLOYEE ID#:			
PAY PERIOD: 6/27/09-7/24/09			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
6/29/2009	MONDAY					
6/30/2009	TUESDAY					
7/1/2009	WEDNESDAY					
7/2/2009	THURSDAY					
7/3/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					37.50
	COMP TIME EARNED / USED					
7/6/2009	MONDAY					
7/7/2009	TUESDAY					
7/8/2009	WEDNESDAY					
7/9/2009	THURSDAY					
7/10/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
7/13/2009	MONDAY					
7/14/2009	TUESDAY					
7/15/2009	WEDNESDAY					
7/16/2009	THURSDAY					
7/17/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
7/20/2009	MONDAY					
7/21/2009	TUESDAY					
7/22/2009	WEDNESDAY					
7/23/2009	THURSDAY					
7/24/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
7/27/2009	MONDAY					
7/28/2009	TUESDAY					
7/29/2009	WEDNESDAY					
7/30/2009	THURSDAY					
7/31/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
COMP TIME:	BEGINNING BALANCE:	*EARNED/USED:		ENDING BALANCE:		

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