

2009 - 2010 MONTHLY PAY SCHEDULE

PAY PERIOD: **TIME SHEET DUE IN PAYROLL** **PAY DATE:**
OFFICE:

06/27/09 - 07/24/09	July 27, 2009	August 25, 2009
07/25/09 - 08/28/09	August 31, 2009	September 23, 2009
08/29/09 - 9/25/09	September 28, 2009	October 23, 2009
09/26/09 - 10/23/09	October 26, 2009	November 20, 2009
10/24/09 - 11/27/09	November 30, 2009	December 18, 2009
11/28/09 - 01/01/10	January 4, 2010	January 21, 2010
01/02/10 - 01/29/10	February 1, 2010	February 23, 2010
01/30/10 - 02/26/10	March 1, 2010	March 25, 2010
02/27/10 - 03/26/10	March 29, 2010	April 23, 2010
03/27/10 - 04/30/10	May 3, 2010	May 25, 2010
05/01/10 - 05/28/10	June 1, 2010	June 25, 2010
05/29/10 - 06/25/10	June 28, 2010	July 23, 2010
06/26/10 - 07/30/10	August 2, 2010	August 25, 2010

PARA-PROFESSIONAL TIME SHEET

NAME:			EMPLOYEE ID#:			
PAY PERIOD: 07/25/09 - 08/28/09			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
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					
8/3/2009	MONDAY					
8/4/2009	TUESDAY					
8/5/2009	WEDNESDAY					
8/6/2009	THURSDAY					
8/7/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
8/10/2009	MONDAY					
8/11/2009	TUESDAY					
8/12/2009	WEDNESDAY					
8/13/2009	THURSDAY					
8/14/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
8/17/2009	MONDAY					
8/18/2009	TUESDAY					
8/19/2009	WEDNESDAY					
8/20/2009	THURSDAY					
8/21/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
8/24/2009	MONDAY					
8/25/2009	TUESDAY					
8/26/2009	WEDNESDAY					
8/27/2009	THURSDAY					
8/28/2009	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: 10/24/09 - 11/27/09			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
10/26/2009	MONDAY					
10/27/2009	TUESDAY					
10/28/2009	WEDNESDAY					
10/29/2009	THURSDAY					
10/30/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
11/2/2009	MONDAY					
11/3/2009	TUESDAY					
11/4/2009	WEDNESDAY					
11/5/2009	THURSDAY					
11/6/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
11/9/2009	MONDAY					
11/10/2009	TUESDAY					
11/11/2009	WEDNESDAY					
11/12/2009	THURSDAY					
11/13/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
11/16/2009	MONDAY					
11/17/2009	TUESDAY					
11/18/2009	WEDNESDAY					
11/19/2009	THURSDAY					
11/20/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
11/23/2009	MONDAY	***** HOLIDAY *****				
11/24/2009	TUESDAY	***** HOLIDAY *****				
11/25/2009	WEDNESDAY	***** HOLIDAY *****				
11/26/2009	THURSDAY	***** HOLIDAY *****				
11/27/2009	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: 11/28/09 - 01/01/10			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
11/30/2009	MONDAY					
12/1/2009	TUESDAY					
12/2/2009	WEDNESDAY					
12/3/2009	THURSDAY					
12/4/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
12/7/2009	MONDAY					
12/8/2009	TUESDAY					
12/9/2009	WEDNESDAY					
12/10/2009	THURSDAY					
12/11/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
12/14/2009	MONDAY					
12/15/2009	TUESDAY					
12/16/2009	WEDNESDAY					
12/17/2009	THURSDAY					
12/18/2009	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
12/21/2009	MONDAY	***** HOLIDAY *****				
12/22/2009	TUESDAY	***** HOLIDAY *****				
12/23/2009	WEDNESDAY	***** HOLIDAY *****				
12/24/2009	THURSDAY	***** HOLIDAY *****				
12/25/2009	FRIDAY	***** HOLIDAY *****				
	TOTAL					
	LESS WORK WEEK					0.00
	COMP TIME EARNED / USED					
12/28/2009	MONDAY	***** HOLIDAY *****				
12/29/2009	TUESDAY	***** HOLIDAY *****				
12/30/2009	WEDNESDAY	***** HOLIDAY *****				
12/31/2009	THURSDAY	***** HOLIDAY *****				
1/1/2010	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: 03/27/10 - 04/30/10			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
3/29/2010	MONDAY					
3/30/2010	TUESDAY					
3/31/2010	WEDNESDAY					
4/1/2010	THURSDAY					
4/2/2010	FRIDAY	***** HOLIDAY *****				
	TOTAL					
	LESS WORK WEEK					-30.00
	COMP TIME EARNED / USED					
4/5/2010	MONDAY	***** BAD WEATHER DAY *****				
4/6/2010	TUESDAY					
4/7/2010	WEDNESDAY					
4/8/2010	THURSDAY					
4/9/2010	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-30.00
	COMP TIME EARNED / USED					
4/12/2010	MONDAY					
4/13/2010	TUESDAY					
4/14/2010	WEDNESDAY					
4/15/2010	THURSDAY					
4/16/2010	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
4/19/2010	MONDAY					
4/20/2010	TUESDAY					
4/21/2010	WEDNESDAY					
4/22/2010	THURSDAY					
4/23/2010	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
4/26/2010	MONDAY					
4/27/2010	TUESDAY					
4/28/2010	WEDNESDAY					
4/29/2010	THURSDAY					
4/30/2010	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
COMP TIME:	BEGINNING BALANCE:	*EARNED/USED:		ENDING BALANCE:		

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EMPLOYEE SIGNATURE

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PARA-PROFESSIONAL TIME SHEET

NAME:			EMPLOYEE ID#:			
PAY PERIOD: 06/26/10 - 07/30/10			CAMPUS:			
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
6/28/2010	MONDAY					
6/29/2010	TUESDAY					
6/30/2010	WEDNESDAY					
7/1/2010	THURSDAY					
7/2/2010	FRIDAY					
	TOTAL					
	LESS WORK WEEK					37.50
	COMP TIME EARNED / USED					
7/5/2010	MONDAY					
7/6/2010	TUESDAY					
7/7/2010	WEDNESDAY					
7/8/2010	THURSDAY					
7/9/2010	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
7/12/2010	MONDAY					
7/13/2010	TUESDAY					
7/14/2010	WEDNESDAY					
7/15/2010	THURSDAY					
7/16/2010	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
7/19/2010	MONDAY					
7/20/2010	TUESDAY					
7/21/2010	WEDNESDAY					
7/22/2010	THURSDAY					
7/23/2010	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
7/26/2010	MONDAY					
7/27/2010	TUESDAY					
7/28/2010	WEDNESDAY					
7/29/2010	THURSDAY					
7/30/2010	FRIDAY					
	TOTAL					
	LESS WORK WEEK					-37.50
	COMP TIME EARNED / USED					
COMP TIME:	BEGINNING BALANCE:	*EARNED/USED:		ENDING BALANCE:		

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