

Employee Name: \_\_\_\_\_ Pay Period: 16 - 31

Prog No.	Time h/m	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
In																	
Out																	
In																	
Out																	
In																	
Out																	
In																	
Out																	
In																	
Out																	
LUNCH CODE																	
Holiday																	
Vacation																	
Sick																	
LOA																	
TOTAL																	

**PROGRAM CODES**

- 01 - GENERAL OVERHEAD
- 02 - Accounting
- 05 - Administration
- 14 - THE STUDIO
- 21 - SEQUOIA CENTER
- 21.10 - Community Services
- 21.20 - Tutor
- 25 - BAY CENTER
- 25.10 - Community Services
- 25.20 - Tutor
- 40 - COMPREHENSIVE CAREER SERVICES
- 43 - Work Services
- 44 - Caltrans Rest Area
- 60 - SUMMIT SUPPORT
- 74 - Program Miles

<b>LUNCH CODES</b>
R - REGULAR LUNCH
O - ON-DUTY LUNCH
W - WAIVED LUNCH
M - MISSED LUNCH

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Accounting \_\_\_\_\_

Rea	<i>Accounting Use Only</i>															Hours	Rate	Pay	Program
LB Pay																			
(H/W/S)																			
Total Reg																			
OT																			