

Employee Name: _____ Pay Period: _____ 1 _____ to _____ 15 _____

Prog No.	Time h/m	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	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

LUNCH CODES
 R - REGULAR LUNCH
 O - ON-DUTY LUNCH
 W - WAIVED LUNCH
 M - MISSED LUNCH

Employee Signature _____ Date _____ Supervisor _____ Accounting _____

Accounting Use Only	Hours	Rate	Pay	Program
Reg.				
LB Pay				
(H/V/S)				
Total Reg.				
OT				