

CITY OF LAGUNA BEACH

EMPLOYEE TIME SHEET

Emp No:

EMPLOYEE'S NAME

DEPT. NO.

SOC. SEC. NUMBER

STARTING DATE

ENDING DATE

DESCRIPTION  
OF WORK

PROJECT

ACCOUNT  
NUMBER

PAY  
CODE

MON

TUE

WED

THUR

FRI

SAT

SUN

MON

TUE

WED

THUR

FRI

SAT

SUN

TOTAL  
HOURS

FINANCE  
USE ONLY

FREQUENTLY USED PAY CODES

- R REGULAR
- PT PART TIME
- V VACATION
- VU VACATION NEW
- VD VACATION PAYOFF
- VP VACATION NEW PAYOFF
- S SICK
- SU SICK NEW
- SPT SICK PART-TIME
- CE COMP TIME EARNED
- CU COMP TIME USED
- CO COMP TIME PAYOFF
- O OVERTIME
- OS OVERTIME @ STRAIGHT TIME
- B BEREAVEMENT
- H HOLIDAY
- JD JURY DUTY
- M MISCELLANEOUS

DAILY  
TOTALS

MON TUE WED THUR FRI SAT SUN MON TUE WED THUR FRI SAT SUN

TOTAL HOURS

PUBLIC WORKS/WATER QUALITY

S1 STANDBY WK1

S2 STANDBY WK2

CERTIFIED CORRECT AS TO NAME, TIME WORKED AND WORK DESCRIPTION

X

EMPLOYEE'S SIGNATURE

REVIEWED AND APPROVED

SUPERVISOR'S SIGNATURE