

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT
CERTIFICATED STAFF ONLY**

Regulation No. 4160
Page 3 or 6

EXTENDED DAY/HOUR TIME REPORT

NAME	EMPLOYEE ID	SITE/LOCATION OF SERVICES
ADDRESS	APPROVED EARNINGS CODE (6 DIGITS)	
CITY/STATE/ZIP	RESOLUTION/AUTHORIZATION NUMBER	
EMPLOYEE SIGNATURE	DATE	EMPLOYEE WORK LOCATION

Stipend Amount: \$ _____

APPROVED BY: _____
ADMINISTRATOR

DATE SUBMITTED _____

Submit completed forms to the Payroll Office by the **18th of the month** to insure prompt payment. All fields must be completed in order to process for payment.

After the "J" Resolution has been approved by the Board of Education, department or site administrators must submit approved Extended/Hours Time Report forms to the Payroll department within 30 calendar days of the completion of the extended days/hours service. However, the department of site administrators must submit all Extended Days/Hours Time Report forms for services performed during the month of June no later than July 15th of each calendar year.

DATE OF SERVICE		TIME SERVED	
MONTH	DAY	DAY	HOURS
July	21	Thurs	Summer - No School
	22	Fri	
	23	Sat	
	24	Sun	
	25	Mon	
	26	Tue	
	27	Wed	
	28	Thurs	
	29	Fri	
	30	Sat	
	31	Sun	
August	1	Mon	
	2	Tue	
	3	Wed	
	4	Thurs	
	5	Fri	
	6	Sat	
	7	Sun	
	8	Mon	
	9	Tue	
	10	Wed	
First Day >	11	Thurs	
	12	Fri	
	13	Sat	
	14	Sun	
	15	Mon	
	16	Tue	
	17	Wed	
	18	Thurs	
	19	Fri	
	20	Sat	
TOTAL		_____	_____
		DAYS	HOURS

FOR OFFICE USE ONLY	
PAYPERIOD END DATE: _____	INITIALS: _____