

Santa Ana Unified School District

MONTHLY TIME REPORT

This report must be turned in to the Principal or Supervisor at the close of the monthly payroll period. Information from this report shall be recorded on cards and forwarded to the Payroll Office.

Name _____
Last Name First Name Month _____

School _____

Date	Time In	Time Out	No. Hours	Employee's Initials	Date	Time In	Time Out	No. Hours	Employee's Initials
20					5				
21					6				
22					7				
23					8				
24					9				
25					10				
26					11				
27					12				
28					13				
29					14				
30					15				
31					16				
1					17				
2					18				
3					19				
4									

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