EAST BAY REGIONAL PARK DISTRICT - TIME CARD

E123456
EMPLOYEE NO.

Lifeguard
LAST NAME

East Bay
FIRST NAME

July 17, 2009
Pay Period ENDING DATE

Lifeguard Timecard

NORMAL WORK SCHEDULE (Hours)

Change / No Change (Circle One)

CODING							DATE	7/4	7/5	7/6	7/7	7/8	7/9	7/10		7/11	7/12	7/13	7/14	7/15	7/16	7/17		**PRINT ON BUFF PAPER**
FUND	DEPT	LOC	OBJ	PROJ	TASK	CDH	Pay Period Total	SA	SU	M	TU	W	TH	F	1ST WK	SA	SU	M	TU	W	TH	F	2ND WK	COMMENTS
101	8320	242	4475			(003)	21.00	12.00				9.00			21.00									*7/4 total 242 retro = 1 for u/e
101	8320	281	4475			(003)	9.00		9.00						9.00									on 7/1 of 2 and o/e on 6/30 of -1
101	8320	281	4475	800030	602	(003)	2.00		2.00						2.00									also 242 OT retro for o/e on 6/29
101	8320	240	4475	800032	602	(003)	45.00											9.00	9.00	9.00	9.00	9.00	45.00	of -1
101	8320	124	4475	800027	602	(003)																		*7/4 8 hrs holiday and late crowd
101	8320		4475			(003)																		*7/5 directed transfer includes
101	8320	242	4475	RETRO		(003)	1.00	1.00							1.00									45 min drive time, early start
						(003)																		SC tri and visiting LG
↓ *R0 Assignments*																								*7/6 PIC at Temescal
101	8320	240	4475	800609	602	(003)	9.00			9.00					9.00									*7/13-17 JGI at Temescal
101	8320		4475			(003)																		*7/14 2 hr OT for swim lessons
101	8320		4475	RETRO		(003)																		at Roberts
↓ *Overtime*																								
101	8320	124	4119			(099)	2.00												2.00				2.00	
101	8320		4119			(099)																		
101	8320	240	4119	RETRO		(099)	-1.00	-1.00							-1.00									
														Productive hours week 1	41.00					Productive hours week 2		47.00	
HOLIDAY/ADDITION'L						(555)	8.00	8.00							8.00									
↓ *SHLF - shift differential-lifeguards only*																								
101	8320	124	4475	800032	602	(510)	40.00											8.00	8.00	8.00	8.00	8.00	40.00	
101	8320	240	4475	800027	602	(510)	2.00												2.00				2.00	
101	8320		4475		602	(510)																		
						(510)																		
TOTAL DAILY HOURS							96.00	20.00	11.00	9.00		9.00			49.00			9.00	11.00	9.00	9.00	9.00	47.00	

I certify that the above information is true and correct, except for estimated time beginning 3/9/2009 through the end of the payroll period. Adjustments will be reported within 2 weeks to Payroll.

TOTAL Hours 96.00 SUBMITTED BY East Bay Lifeguard signature Date 7/14/2009 APPROVED BY HG initials & A

For clarification of timecard information, Contact #: 510-795-4132

Public\Finance\Payroll\Forms\NewTemplateJune2008-LG