

NETWORK FOR A HEALTHY CALIFORNIA—LAUSD

LEAD TEACHER/PROFESSIONAL EXPERT TIMESHEET

(Professional Expert Hours are hours worked outside your regular assignment)

(2009-2010 FEDERAL SHARE)

EMPLOYEE NAME: Mr./Ms. Lead Teacher EMPLOYEE NO.: 123456
(PRINT)
 EMAIL ADDRESS: lead.teacher@lausd.net SCHOOL West Avenue Middle School LOC CODE 1234

DIRECTIONS

1. Make a copy of the Lead Teacher/Professional Expert Timesheet for the month that you are reporting time.
2. Complete all the necessary information for this form in **INK**. Failure to do so will delay processing.
3. Complete the time IN/OUT, the total hours worked and the PX Code (PX 01-PX 12) information for the specific dates. This is for actual hours worked.
4. Add up all the hours worked and place that number in the TOTAL HOURS WORKED box.
5. Sign your name and have your administrator sign on the appropriate lines.
6. Make a copy for your file and send the original to the *Network Office* (School Mail: *Network for a Healthy California—LAUSD c/o Mulholland MS*) by the due date for each month for pay to be properly processed. Only completed and original forms will be accepted.
7. Time reported is for actual hours worked. Hours worked **AFTER THE DUE DATE** should be reported on the appropriate time sheet and will be reported on the following pay period.
8. For help, refer to the 2009 – 10 Binder or the Web site: www.healthylausd.net. For further assistance, contact the *Network* office at (818) 609-2550.

MONTH OCTOBER 2009 (Due at the *Network's* office by October 23)

MON		TUE		WED		THU		FRI		SAT	
						1-Oct-09		2-Oct-09		3-Oct-09	
In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked
Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code
5-Oct-09		6-Oct-09		7-Oct-09		8-Oct-09		9-Oct-09		10-Oct-09	
In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked
Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code
12-Oct-09		13-Oct-09		14-Oct-09		15-Oct-09		16-Oct-09		17-Oct-09	
In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked
Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code
19-Oct-09		20-Oct-09		21-Oct-09		22-Oct-09		23 - Oct-09 - DUE		24-Oct-09	
In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked
Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code
26-Oct-09		27-Oct-09		28-Oct-09		29-Oct-09		30-Oct-09		31-Oct-09	
In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked	In	Hrs. Worked
Out	Hrs. Worked	Out	Hrs. Worked	Out	PX Code	Out	PX Code	Out	PX Code	Out	PX Code

Mr./Ms. School Administrator/ 10/21/2009 School Administrator's Signature/Date	TOTAL HOURS WORKED	4
Network Administrator's Signature/Date		Mr./Ms. Lead Teacher/Employee/ 10/21/2009 Lead Teacher/Employee's Signature/Date

PER UTLA CONTRACT, TEACHERS CAN ONLY WORK A CUMULATIVE MAXIMUM OF 40 HRS. PER PAY PERIOD OUTSIDE THEIR REGULAR ASSIGNMENT. EXCEEDING THIS MAY RESULT IN NON-PAYMENT.
 NOTE: Professional Expert pay time cannot be used for hours logged on Weekly Individual Logs.

ACCOUNTING PURPOSES ONLY

Received:	Footed:	Budget:	Timekeeper:	Verified:
-----------	---------	---------	-------------	-----------