

**CLASSIFIED**  
**MONTHLY MULTI ASSIGNMENT/FUNDED TIMESHEET**



NAME: \_\_\_\_\_  
POSITION 1: \_\_\_\_\_  
POSITION 2: \_\_\_\_\_

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_  
HOURS PER DAY: \_\_\_\_\_  
HOURS PER DAY: \_\_\_\_\_

| DATE   | POS 1 HOURS WORKED | HOURS ABSENT | CODE | EXTRA HOURS |
|--------|--------------------|--------------|------|-------------|
| 1      |                    |              |      |             |
| 2      |                    |              |      |             |
| 3      |                    |              |      |             |
| 4      |                    |              |      |             |
| 5      |                    |              |      |             |
| 6      |                    |              |      |             |
| 7      |                    |              |      |             |
| 8      |                    |              |      |             |
| 9      |                    |              |      |             |
| 10     |                    |              |      |             |
| 11     |                    |              |      |             |
| 12     |                    |              |      |             |
| 13     |                    |              |      |             |
| 14     |                    |              |      |             |
| 15     |                    |              |      |             |
| 16     |                    |              |      |             |
| 17     |                    |              |      |             |
| 18     |                    |              |      |             |
| 19     |                    |              |      |             |
| 20     |                    |              |      |             |
| 21     |                    |              |      |             |
| 22     |                    |              |      |             |
| 23     |                    |              |      |             |
| 24     |                    |              |      |             |
| 25     |                    |              |      |             |
| 26     |                    |              |      |             |
| 27     |                    |              |      |             |
| 28     |                    |              |      |             |
| 29     |                    |              |      |             |
| 30     |                    |              |      |             |
| 31     |                    |              |      |             |
| TOTALS |                    |              |      |             |

| DATE   | POS 2 HOURS WORKED | HOURS ABSENT | CODE | EXTRA HOURS |
|--------|--------------------|--------------|------|-------------|
| 1      |                    |              |      |             |
| 2      |                    |              |      |             |
| 3      |                    |              |      |             |
| 4      |                    |              |      |             |
| 5      |                    |              |      |             |
| 6      |                    |              |      |             |
| 7      |                    |              |      |             |
| 8      |                    |              |      |             |
| 9      |                    |              |      |             |
| 10     |                    |              |      |             |
| 11     |                    |              |      |             |
| 12     |                    |              |      |             |
| 13     |                    |              |      |             |
| 14     |                    |              |      |             |
| 15     |                    |              |      |             |
| 16     |                    |              |      |             |
| 17     |                    |              |      |             |
| 18     |                    |              |      |             |
| 19     |                    |              |      |             |
| 20     |                    |              |      |             |
| 21     |                    |              |      |             |
| 22     |                    |              |      |             |
| 23     |                    |              |      |             |
| 24     |                    |              |      |             |
| 25     |                    |              |      |             |
| 26     |                    |              |      |             |
| 27     |                    |              |      |             |
| 28     |                    |              |      |             |
| 29     |                    |              |      |             |
| 30     |                    |              |      |             |
| 31     |                    |              |      |             |
| TOTALS |                    |              |      |             |

|                 |                                          |                    |                 |
|-----------------|------------------------------------------|--------------------|-----------------|
| SL Illness      | PNL Personal Necessity                   | JD Jury Duty       | VA Vacation     |
| H Holiday       | WC Workers Comp                          | ML Maternity Leave | CT Comp Time    |
| RT Release Time | BR Beravement (State Relationship) _____ |                    | WOP Without Pay |

I certify that all information is correct as indicated:

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

| POS 1 - VCSBSA USE ONLY |      |       |        |
|-------------------------|------|-------|--------|
| Code                    | Rate | Units | Amount |
| REG                     |      |       |        |
| OTS                     |      |       |        |
| OT1                     |      |       |        |
| WOP                     |      |       |        |
|                         |      |       |        |

| POS 2 - VCSBSA USE ONLY |      |       |        |
|-------------------------|------|-------|--------|
| Code                    | Rate | Units | Amount |
| REG                     |      |       |        |
| OTS                     |      |       |        |
| OT1                     |      |       |        |
| WOP                     |      |       |        |
|                         |      |       |        |

Total Pay: \_\_\_\_\_