



If you are having trouble with information not saving on the fillable timecard - please try these steps

Timecards can be found here: <https://www.oxnardsd.org/Page/34>

Click on the link (NOT the downward arrow with the A next to it)

[August 2020 Certificated Monthly Time Card - Electronic](#) 

[Certificated Extra Time Sheet- Electronic](#) 

[August 2020 Classified Monthly Time Card - Electronic](#) 

This will open up a new window -

oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=23&dataid=15758&FileName=March%202020%20CE%20Timecard.pdf

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Oxnard School District
Certificated Employees Time Report

Current Calendar Month/Year: March 2020

Name: _____ Position: _____ PSL# _____
School/Dept. _____ 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	Days Absent (1/2 or 1 day)		

ABSENCE CODES

THE EMPLOYEE IS EXPECTED TO HAVE READ AND TO FULLY UNDERSTAND ALL CONTRACT PROVISIONS AFFECTING EMPLOYEE ABSENCES

S - Illness of Employee
C - Court Appearance/Jury Duty (attach orders)
OB - Official School Business
H - Holiday
V - Vacation
WC - Workers' Compensation
N - Non-work day

*PN - Personal Necessity
*UPL - Unpaid Personal Leave (Full Deduction)
*B - Bereavement (state relationship)
*FL - Family Leave (state qualifying event)
BA - Bridge Assignment (WC related)
*OTHER _____

*School to indicate the specific contract provision(s) & section(s) stated on request for & verification of use personal necessity leave form.

I HEREBY CERTIFY THAT I HAVE WORKED FOR THE OXNARD SCHOOL DISTRICT FOR ALL CONTRACTUAL HOURS AND DAYS INDICATED, EXCEPT AS NOTED ABOVE, AND THE FOREGOING INFORMATION IS CORRECT.

EMPLOYEE'S SIGNATURE DATE

VERIFIED BY SUPERVISOR DATE

By checking this box and typing my name above, I am electronically signing my time report.

By checking this box and typing my name above, I am electronically verifying the time report.

Fill out all of your information –

Oxnard School District
Classified Employees Time Report

Current Calendar Month/Year: **March 2020**

Position **Accountant/Internal Auditor**

PSL# **1183**

Name **Patricia Nunez**

School/Dept. **Budget & Finance**

Hours Per Day: **8**

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	# of Hours Absent	
		8.00	8.00																													
		+	+																													
		SL	SL																													

ABSENCE CODES

THE EMPLOYEE IS EXPECTED TO HAVE READ AND TO FULLY UNDERSTAND ALL CONTRACT PROVISIONS AFFECTING EMPLOYEE ABSENCES

- S - Illness of Employee
- C - Court Appearance/Jury Duty (attach orders)
- OB - Official School Business
- H - Holiday
- V - Vacation
- WC - Workers' Compensation
- BA - Bridge Assignment (WC related)
- N - Non-Work Day
- *PN - Personal Necessity
- *UPL - Unpaid Personal Leave (Full Deduction) with supervisor approval
- *B - Bereavement (state relationship)
- *FL - Family Leave
- *OTHER

Only sign if out of sick leave per CSEA contract article 15.5, use vacation in lieu of sick leave.

Employee Signature _____ Date _____

Supervisor signature _____ Date _____

*School to indicate the specific contract provision(s) & section(s) stated on request for & verification of use personal necessity leave form.

I HEREBY CERTIFY THAT I HAVE WORKED FOR THE OXNARD SCHOOL DISTRICT FOR ALL CONTRACTUAL HOURS AND DAYS INDICATED, EXCEPT AS NOTED ABOVE, AND THE FOREGOING INFORMATION IS CORRECT.

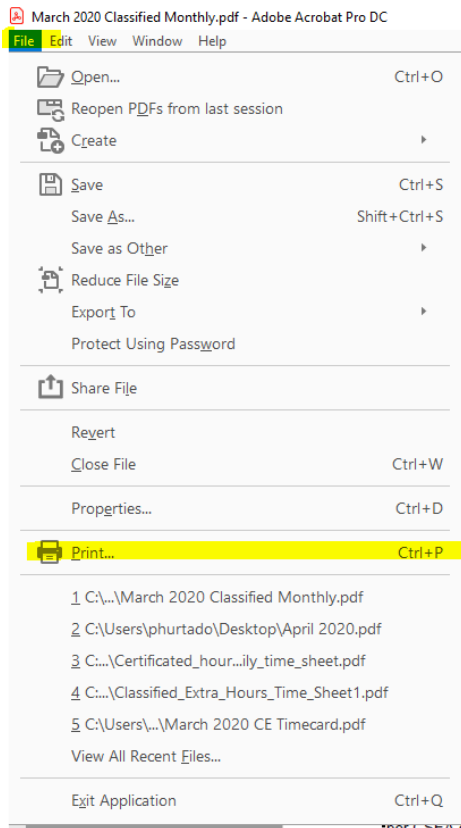
Patricia Nunez _____
EMPLOYEE'S SIGNATURE DATE

VERIFIED BY SUPERVISOR DATE

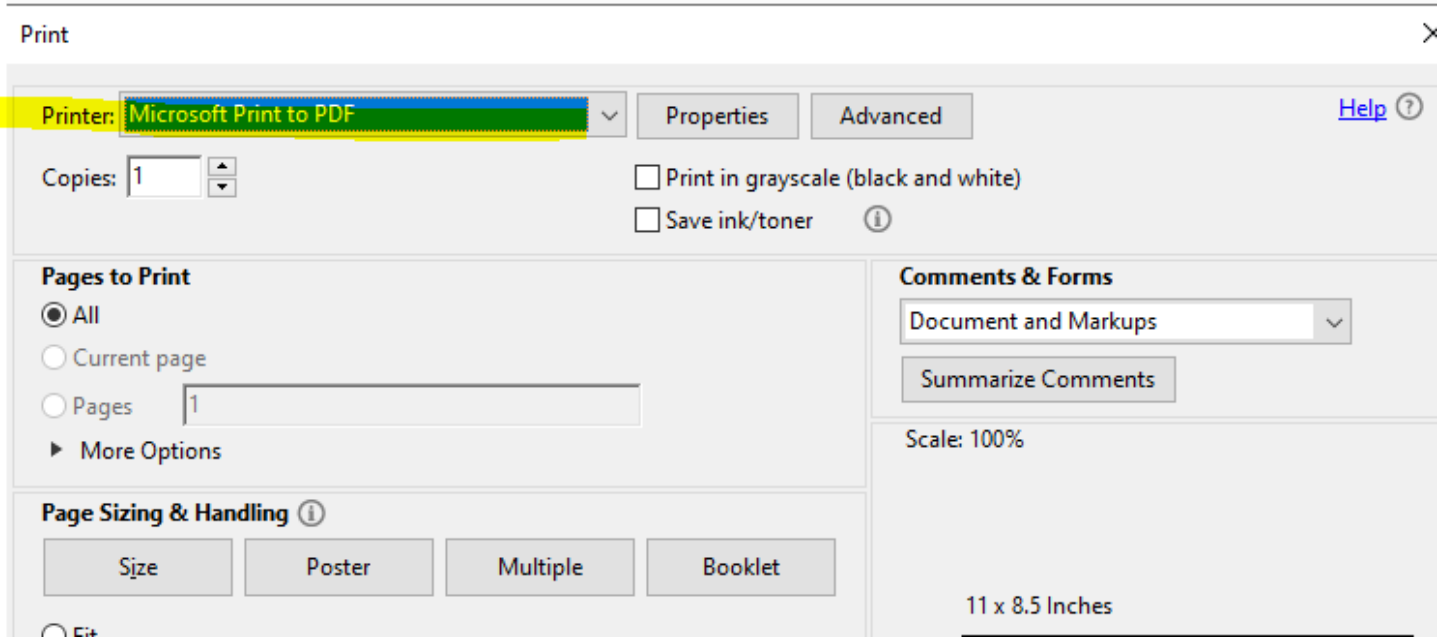
By checking this box and typing my name above, I am electronically signing my time report.

By checking this box and typing my name above, I am electronically verifying the time report

After the information has been filled out – and you are ready to email to your supervisor – go to file – print

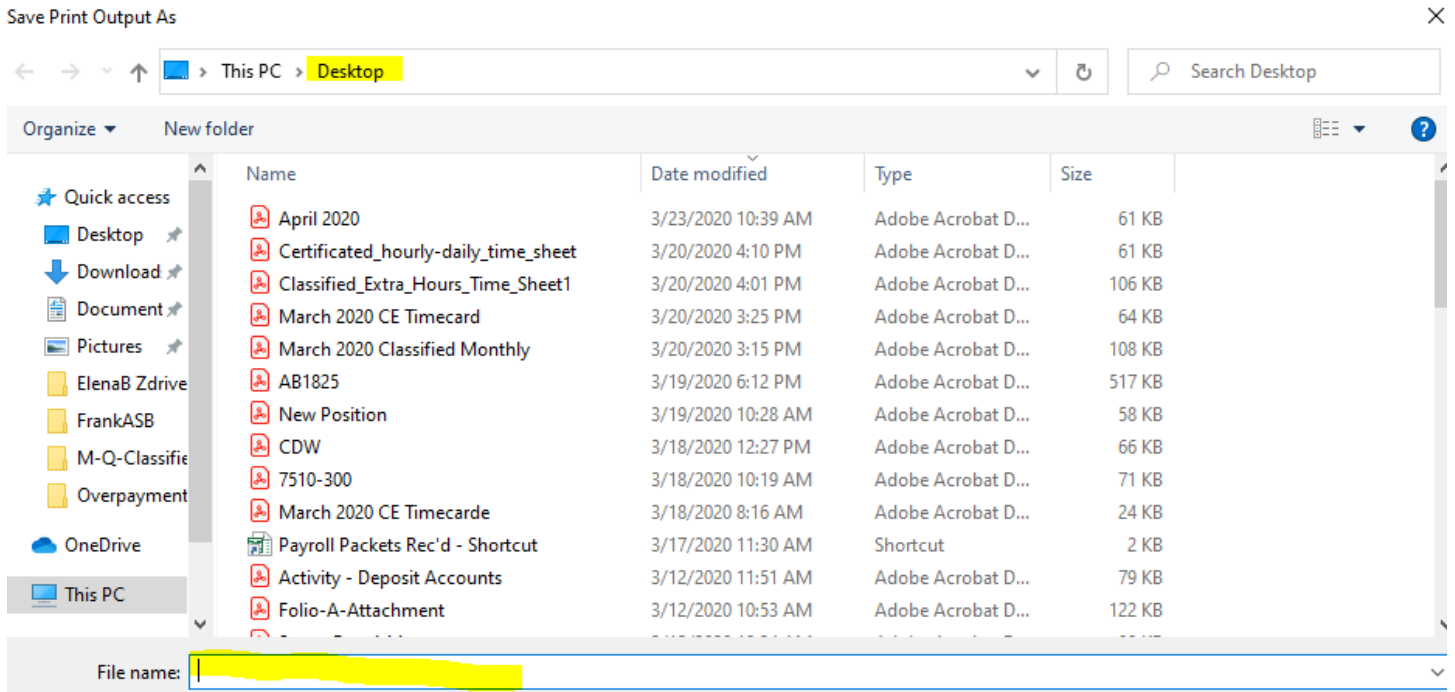


From the drop down menu, please choose: Microsoft Print to PDF



Save to your desktop: using the following format: **Lastname_Firstname_MONTH 2020.pdf**

Example : Smith_Susan_MONTH 2020



Send your completed timesheet to your site administrator/principal.