

HOW TO COMPLETE A TIME SHEET FOR CLASSIFIED EMPLOYEES

- 1) Fill in your name
- 2) Fill in the month and year
- 3) Fill in your Building location (i.e. Mountain Way, Middle School, Preschool)
- 4) For each day you will need to write in your start time and your stop time. Your paid break is included within your start and stop times. Please note that all lunch time is unpaid time.
- 5) Fill in your total hours for each day worked in the “Total Hours” column.
 - a) If you are working additional hours above your normal workday, report those hours in the Extra Hours column.
 - b) Report sick leave, family leave, jury duty, holiday, personal leave, vacation and/or conferences/workshops in the “Leave Hours” column, then place the corresponding code in the “Lv Code” box. Please note there is a legend for leave codes on the bottom left of the time sheet.
 - c) If you substitute for another employee on any given day, please mark next to those hours, which employee you are subbing for. This assists in proper accounting for those hours.
- 6) Total the following columns: Total Hours, Extra Hours and Leave Hours. This is very important. If these are not totaled, your timesheet could be returned and not processed for the month.
- 7) Para-professionals will need to complete the percentage of time they spend in each program and will also need to initial the bottom of the time & effort box. Para-professionals should contact the special education department for detailed instructions.
- 8) Sign your name, date and turn into your supervisor.

Once completed and turned into your Supervisor, they will be sent to the Payroll Office for processing and you will receive a copy back for your records after it has been processed. Please take the time to look over your time sheet after it is returned from the Payroll Office, in case an error was made.

HOW TO COMPLETE A TIME SHEET FOR CERTIFICATED EMPLOYEES

- 1) Fill in name
- 2) Fill in the month and year
- 3) Fill in your Building location (i.e. Mountain Way, Middle School, Preschool)
- 4) Complete the time for the extra hours worked (ie worked from 3:30 until 4:30)
- 5) Complete in the Extra Hours column for additional hours worked or when you are substituting for another employee during your open period. Please note when you are substituting for another employee, make sure to reference that employee on the timesheet. This assists in proper accounting for those hours.
- 6) Total your time sheet
- 7) Sign your name

Once completed, turn into your Supervisor for their approval. They will be sent to the Payroll Office for processing and you will receive a copy for your records. Please take the time to look over your time sheet after it is returned from the Payroll Office, in case an error was made.

HOW TO COMPLETE CERTIFICATED ABSENCE REPORT

- 1) Fill in name
- 2) Fill in the date you are filling this form out
- 3) Building location
- 4) State your purpose for this leave (i.e. sick, family, emergency, etc.)
*** When you are attending a workshop, you need to indicate the name of the workshop and what kind of workshop you are attending (i.e. curriculum, special ed, math committee, etc.)**
- 5) Fill in the dates that you are absent (i.e. 9/8/04 to 9/9/04) and the total number of days you were gone.
- 6) It is very important that you mark the appropriate type of leave you are taking, as this is used to reconcile leaves through our Sub On-line system you use for obtaining subs.
- 7) Sign the form and return it to the Building Secretary for further processing