

* Grey fields for Central Office Use*

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|--------------------------|--|
| Employee ID: | |
| Employee Name: | |
| Employee Classification: | |
| School: | |
| Contractual Hours: | |

| Pay Code | Quantity | Totals | Org | Obj | Project |
|----------|----------|--------|-----|-----|---------|
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| Day of the week: | Date: | Description of School Activity or Loss of Personal Time | Quantity | Start & End Times | The Name of the Teacher/Class Covering for or The Reason for Payment | Rate |
|------------------|-------|--|----------|-------------------|---|------|
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|-----------------------------|-------------|
| Employee Signature: _____ | Date: _____ |
| Authorized Signature: _____ | Date: _____ |
| Co Admin Signature: _____ | Date: _____ |

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| *Total Payment: |

* Timesheets must be completed in their entirety or will be subject to return and possible non-payment

Timesheet Completion Process & Instructions

Step 1: Complete Timesheet following completion of Activities

Require entry to all relevant white fields. Gray fields are for Central Office use. Rate can be entered if standard rate. Account entry required only if different (Org/Obj/Project on top right).

Enter Employee ID# (from Employee Self Service ESS)

Full Name

Classification (ex: Teacher, Para, etc.)

School (ex: NES, SNIS, etc.)

If activity occurred outside of scheduled hours.

Complete all activities for the week.

Enter the corresponding date

Name of Activities (ex: Class Coverage, 6th Class, Bus Duty, Homebound, Homework Club, Detention, etc.)

Quantity in Units or Hours (ex: 2 class coverages, or bus duty for 1.75 hours, etc.)

Start & Finish Time are to enter the times the activity began & ended.

Teacher / Class or Reason entry required. Examples: Class Coverage needs name of Teacher and Class covering for. (Mrs. Smith - Math; Mr. Jones - Advisory, etc.)

Homebound enter student initials & location. Etc.

Step 2: Approval of Timesheet

Once Timesheet is complete, Employee signs.

Copy provided to Employee. Scan or photocopy. Or the employee can scan or take a photo on their personal device.

Timesheets are submitted/gathered by Secretaries, who will in turn submit to Principal for Review & Approval.

Step 3: Submission of Timesheet

Approved Timesheets are separated for any that require Co-Signature. Those are sent to Central Office SPED Secretary. Remaining are sent to Payroll.

- * **Deadline for Timesheets to be received by Payroll is Tuesday 10:00 AM the week of pay.**
- * **Timesheets must be completed in their entirety to ensure timely processing/payment.**
- * **Timesheets must keep strict adherence to the Contract.**
- * **Activities such as 6th Class & Special Assignment Contracts, must be approved by HR in advance.**
- * **Any questionable timesheets will be set aside until resolved and may result in delayed payment.**
- * **Timesheets cannot be submitted in advance, for work not yet complete.**