

The School District is implementing a new Timesheet Form. It will need to be filled out and submitted **electronically**. Please read the directions below on how to fill out and submit the form.

EMPLOYEES: Purple Sections of the Form

- 1) Print your Name
- 2) Use the drop down to select the type of work you performed. If the work type is not listed, please select Other and then fill in the Other Description box. If you performed two different types of work, please fill out two separate forms.
- 3) Fill in the chart.
 - Enter the date that the work was performed.
 - Select the building where the work was performed from the drop down.
 - Enter the name of the person you subbed for, or a short description of your work.
 - Enter the time you started and the time you ended your work.
 - Daily Total Hours should be entered as a number
 - Example: if you worked half an hour you would enter .50
 - Example: if you worked one hour and forty-five minutes you would enter 1.75
- 4) Select from the drop down if you would like your timesheet converted to comp time. If you have comp time and overtime, you will need to fill out separate timesheets for each.
- 5) Type your name in the signature box
- 6) **EMAIL** the form to your supervisor for review. Please do not CC payroll, payroll should only receive approved timesheets from supervisors.

SUPERVISORS: Yellow Sections of the Form

- 1) Select from the drop down if the work qualifies as overtime
- 2) Confirm that the Total Hours calculated correctly
- 3) Type your name into the Signature Box
- 4) If the work is being paid for from a specific account or project grant, please list that in the Budget Account section
- 5) **EMAIL** the completed form to payroll for processing and CC the employee so they have a record of it being sent as well

Once the form is received by payroll from the supervisor, it will be processed.

***Please Note:**

1. Timesheets need to be received by Payroll two days after the last working day of the payroll period. Timesheets received after this time will be paid on the following payroll.

- 2.** Timesheets received without signatures from Employee and Supervisor will not be paid.
- 3.** If all areas of the form are not filled out the form will be returned to the supervisor for correction. If this causes an employee to miss the payroll timesheet deadline, it will be paid on the following payroll period.
- 4.** Beginning in January 2023 the old timesheets and handwritten timesheets will no longer be accepted, please utilize and familiarize yourselves with the new excel version.