

## CLASSIFIED TIMESHEETS AND ABSENCE FORMS

ALL CLASSIFIED EMPLOYEES WILL FILL OUT A TIMESHEET.

THE PAY PERIOD WILL BE FROM THE 1st OF THE MONTH TO THE 31st OF THE NEXT MONTH.

### ALL HOURS MUST HAVE AN ACCOUNT CODE, EITHER ON THE FRONT OR BACK OF THE TIMESHEET

The Sample Timesheet attached has examples to follow when completing your Classified Timesheet. If you have any questions about a particular situation, please see your Building Secretary.

The following is a brief guideline for completing Timesheets and ensuring accuracy of your pay.

1. Timesheets must be completed in **INK**.
2. After recording your budget code and corresponding hours in the left-hand corner of the Timesheet, list the actual daily hours you work on the corresponding day. An exception to this would be the example on the 9th and the 10th when you worked for another employee. On the back of the Timesheet you should put the reason you worked for another employee and the budget code you worked in. (See the Building Secretary if you need help filling this out)
3. There should be **no writing** in the "FOR PAYROLL USE ONLY" column.
4. Always tally the "Daily Total" and "Weekly Totals" as shown on the front and back of the Timesheet.
5. Use abbreviations for absences on the front of the Timesheet, with a full explanation on the back of the Timesheet.
6. Any hours worked outside your budgeted hours should be reported in "Addl Hours", "Comp Hours", "Overtime Hours" or "Per Diem Hours" with a description of the activity on the back of the Timesheet. All hours and explanations on the back need to be initialed by your Principal.
7. Working for Another Employee note the two (2) examples. List the first initial and the last name of the employee you are replacing (B. Busee). The hours should be reported under the second column labeled "Addl Hours". On the back of the Timesheet list the reason you worked for B. Busybee and the budget code you worked in. If you did not work a part of your day, be sure to adjust the "Budgeted Hours" column.
8. Jury Duty, training, association leave, bereavement leave, etc should be recorded as noted on the 6th. A description of the activity should be reported on the back of the Timesheet and also on the absence report.
9. Leave Without Pay needs to be requested through your Principal and the Manager of Human Resources. After approved, record on the Timesheet as noted on the 31st. The negative hours should be recorded under the "Daily Total" column. There should be an absence report submitted, if you have a substitute.

All completed and signed timesheets will be turned into your Building Office by the last working day of the month.