

## EVSD Timesheets - Reference Guide

Please follow these guidelines for completing timesheets and ensuring accuracy of your pay. If you have any questions about a particular situation, please see your Building/Department Secretary or Principal/Supervisor. A sample timesheet is attached for reference.

### Timesheet Guidelines

1. All Classified Employees are required to complete a monthly time sheet.
2. Certified and Administrative Employees are required to complete a monthly time sheet when they need to record leave taken and/or additional time.
3. Timesheets must be completed in INK or filled out electronically and must be signed and dated by the employee and employee's supervisor.
4. Timesheets are to be turned into your Building/Department Office by the last working day of the month.
5. For Classified Staff - The left side of the timesheet (Scheduled Hours) is to record your regularly scheduled hours by program. We are required to document this information to be in compliance with Federal "Time and Effort" guidelines. Do not use this space to record additional hours or leaves.

#### Program Codes

- 01 – Basic Education
- 02 – Alternative Education
- 21 – Special Education – State
- 24 – Special Education – Federal
- 31 – Vocational Education
- 34 – Middle School CTE
- 51 – Title I
- 52 – Title II
- 55 – LAP
- 65 – Transitional Bilingual
- 69 – ECEAP
- 79 – Other Instructional (EVSD Preschool)
- 97 – District Wide Support (Maintenance, Custodial, Tech, Fiscal, HR, Supt. Office,)
- 98 – Food Service
- 99 – Transportation

Contact your building/department secretary if you are not sure of your regular scheduled hours and the program those hours are associated with.

6. Any hours worked outside your regular schedule are to be reported on the "Additional Hours/Leaves" section of the timesheet (the right hand section). Record Additional Hours, Overtime, Per Diem, Comp Time, Sick Leave, Annual Leave, etc. in the appropriate column. Provide a brief explanation on the back of the timesheet.
7. If you work for another employee, the hours should be reported under the Additional Hours column. Please include the name of the employee you worked for on the back of the timesheet.
8. Jury Duty, Bereavement Leave, Association Leave, Holidays etc. should be recorded under the "Other" column

# EAST VALLEY SCHOOL DISTRICT NO. 361 - TIME SHEET

NAME John Doe POSITION Para Professional

MONTH September YEAR 2012 BUILDING/DEPT Trent Elementary

CLASSIFIED  XX

CERTIFIED

DATE	SCHEDULED HOURS (BUDGETED "BID" HOURS)				ADDITIONAL HOURS/LEAVES <small>Any change from your regular schedule must be recorded in the section below and explained on back of time sheet.</small>									FOR PAYROLL USE ONLY			
	CODE	01	51		ADDL HOURS	OVER TIME HOURS	PER DIEM HOURS	COMP TIME EARNED HOURS	COMP TIME USED	SICK LEAVE	ANNUAL LEAVE	VAC LEAVE	OTHER LEAVE				
1																	
2																	
3	1.5	4															5.5
4	1.5	4															
5	1.5	4															
6	1.5	4															
7	1.5	4															
8																	
9																	
10	1.5	4								4							
11	1.5	4								5.5							
12	1.5	4															
13	1.5	4															
14	1.5	4															
15																	
16																	
17	1.5	4			2												
18	1.5	4															
19	1.5	4															
20	1.5	4						2									
21	1.5	4															
22																	
23																	
24	1.5	4															
25	1.5	4									5.5						
26	1.5	4															
27	1.5	4															
28	1.5	4							2								
29																	
30																	
31																	
<b>TOTAL</b>	30	80			2			2	2	9.5	5.5						5.5

I hereby certify under the penalty of perjury that the above hours are correct to the best of my knowledge. All additional hours and overtime have been pre-approved by my supervisor and are explained on the back.

<i>John Doe</i> 9/30/12 Employee's Signature Date	<i>Principal</i> 10/2/12 Supervisor's Signature Date
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NAME John Doe

DATE	ACTIVITY	HOURS	Adm/Supv Signature
1			
2			
3	Labor Day - Holiday	5.5	<i>PS</i>
4			
5			
6			
7			
8			
9			
10	Left work early, sick	4	<i>PS</i>
11	Sick Day	5.5	<i>PS</i>
12			
13			
14			
15			
16			
17	Worked 2 hours extra Building Time. approved by Principal	2	<i>PS</i>
18			
19			
20	Worked two hours extra Title I. Taking time as Comp Time	2	<i>PS</i>
21			
22			
23			
24			
25	Annual Leave day taken. Pre-Approved	5.5	<i>PS</i>
26			
27			
28	Left work 2 hours early, used Comp Time earned.	2	<i>PS</i>
29			
30			
31			