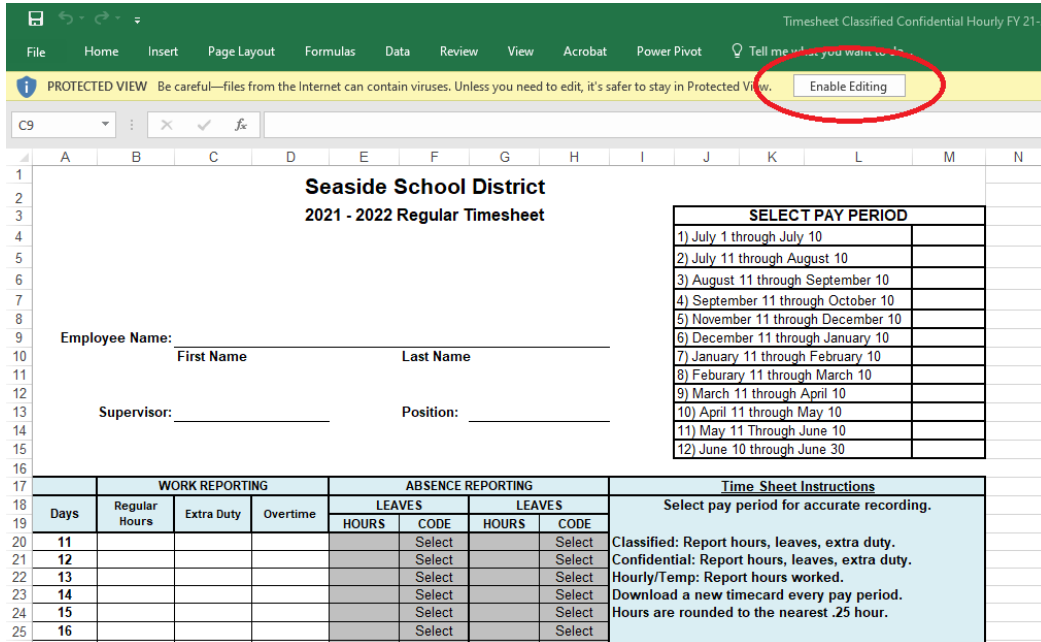


New Timesheet Instructions

- A. Download and complete a new time card each time period. The most up to date sheets can be found on the District website, under Employees and Forms. Please be sure you are using the most up to date version.
 - Timesheet Classified Confidential Hourly
 - All Classified, Confidential, or Hourly employees need to complete this time card each pay period
 - Extra Duty Timesheet
 - This is the time card to use for any extra duty shifts
- B. The time sheets need to be completed on a computer. Downloading it to a mobile phone will not allow you to edit the sheet. You can edit the sheet in either Google Docs or Excel.
- C. When editing in Excel, at the top of the sheet you MUST click Enable Editing in the yellow bar, this will allow you to make changes to the time sheet.



Regular Timesheet

- A. **First Name & Last Name:**
 - Type your name as it appears on your payroll check/direct deposit slip
- B. **Supervisor:**
 - Type your Supervisors name
- C. **Position:**
 - Type your job position title
- D. **Select Pay Period**
 - Put a X in box to the right of the current pay period
- E. **Regular Hours**
 - Next to each day worked type how many regular hours you worked, round to the nearest .25
- F. **Extra Duty**
 - Next to each day worked type how many extra duty hours you worked (if any), round to the nearest .25
- G. **Overtime**
 - Next to each day worked type how many overtime hours worked (if any) , round to the nearest .25
- H. **Leave Hours**
 - Next to each day you had leave type how many hours, round to the nearest .25
 - The leave amount will automatically calculate on the right hand side
- I. **Leave Code**
 - In Excel: Click on Select and a drop down box will appear. Select the correct leave code for the type of leave you took, see I & K
 - In Google Docs: Type the Initial of the Leave Code.

- **Put Quarantine Leave under Other and add a note in the comments.**

J. Leave Hours

- If you had more than one type of leave during a day, type how many hours, round to the nearest .25
- The leave amount will automatically calculate on the right hand side

K. Leave Code

- In Excel: Click on Select and a drop down box will appear. Select the correct leave code for the type of leave you took, see I & K
- In Google Docs: Type the Initial of the Leave Code.

L. Comments to Payroll / Extra Duty & OT

- If you input hours for any Extra Duty or Overtime you will need to write an explanation here

M. Once you have completed the time card you will need to print it (be sure you are printing in black/white using Printer Properties so your print job doesn't disappear), sign (M) and date (N) it and turn it in to your building secretary so that your supervisor can sign it (O)

- In Google Docs, you must select all cells to be printed, and select "Print Selected" in the Settings printing prompts.

Extra Duty Timesheet

A. First Name & Last Name:

- Type your name as it appears on your payroll check/direct deposit slip

B. Supervisor:

- Type your Supervisors name

C. Position:

- Type your job position

D. Select Pay Period

- Put a X in box to the right of the current pay period

E. Curriculum

- Put this on a separate sheet and send to Sarah Shields to be signed
- Meeting for Constructing Meaning. Next to that date, type how many hours and round to the nearest .25

F. Athletic Here

- Did you work a home game? Next to that date, type a 1 and the payroll dept will apply the flat rate

G. Athletic Away

- Did you work an away game? Next to that date, type a 1 and the payroll dept will apply the flat rate

H. Prep Time Coverage

- Did you cover another teacher during your prep? Next to that date, type how many hours and round to the nearest .25. You must also indicate which teacher you covered for in the Comments section

I. Rooter Bus > 60 Miles Next to that date, type a 1 and the payroll dept will apply the flat rate

J. Rooter Bus < 60 Miles Next to that date, type a 1 and the payroll dept will apply the flat rate

K. Class Advisor / Outdoor School Next to that date, type a 1 and the payroll dept will apply the flat rate

L. Other Extra Duty (explain in comments)

- Anything not covered by the above categories goes here. Next to that date, type how many hours and round to the nearest .25. You must also indicate what it was for in the Comments section

M. Comments To Payroll / Explanation of Extra Duty

- You must put explanations for Prep Time Coverage (who did you cover for) and Other Extra Duty here

N. Once you have completed the time card you will need to print it be sure you are printing in black/white using Printer Properties so your print job doesn't disappear), sign (N) and date (O) it and turn it in to your building secretary so that your supervisor can sign it (O)

0 to 7 minutes	= Round down to 0
8 to 15 minutes	= Round up to .25
16 to 23 minutes	= Round down to .25
24 to 30 minutes	= Round up to .5
31 to 37 minutes	= Round down to .5
38 to 45 minutes	= Round up to .75
46 to 60 minutes	= Round up to 1

Credit: Katharine Parker

Seaside School District 2021 - 2022 Regular Timesheet

SELECT PAY PERIOD	
July 1 through July 10	
July 11 through August 10	
August 11 through September 10	
September 11 through October 10	
October 11 through November 10	
November 11 through December 10	
December 11 through January 10	D
January 11 through February 10	
February 11 through March 10	
March 11 through April 10	
April 11 through May 10	
May 11 Through June 10	
June 10 through June 30	

Employee Name: _____ **A**
 First Name _____ Last Name _____
 Supervisor: _____ **B** Position: _____ **C**

Days	WORK REPORTING			ABSENCE REPORTING				Time Sheet Instructions Select pay period for accurate recording.		
	Regular Hours	Extra Duty	Overtime	LEAVES		LEAVES				
				HOURS	CODE	HOURS	CODE			
11				Select	Select	Select	Select	Classified: Report hours, leaves, extra duty. Confidential: Report hours, leaves, extra duty. Hourly/Temp: Report hours worked. Download a new timecard every pay period. Hours are rounded to the nearest .25 hour.		
12	E	F	G	H	I	J	K			
13				Select	Select	Select	Select			
14				Select	Select	Select	Select			
15				Select	Select	Select	Select			
16				Select	Select	Select	Select			
17				Select	Select	Select	Select			
18				Select	Select	Select	Select			
19				Select	Select	Select	Select			
20				Select	Select	Select	Select			
21				Select	Select	Select	Select	ABSENCE REPORTING SUMMARY Holiday H - Vacation VN - Sick Leave I & K SL H & J Family Sick FS - Family Medical Leave FMLA - Personal Leave PL - Non-Contract NC - Jury Duty JD - Without Pay WP - Bereavement Leave BL - Emergency Closure EC - Other * (conference, etc.) O - Sum of Leaves: -		
22				Select	Select	Select	Select			
23				Select	Select	Select	Select			
24				Select	Select	Select	Select			
25				Select	Select	Select	Select			
26				Select	Select	Select	Select			
27				Select	Select	Select	Select			
28				Select	Select	Select	Select			
29				Select	Select	Select	Select			
30				Select	Select	Select	Select			
31				Select	Select	Select	Select			
1				Select	Select	Select	Select			
2				Select	Select	Select	Select			
3				Select	Select	Select	Select			
4				Select	Select	Select	Select			
5				Select	Select	Select	Select			
6				Select	Select	Select	Select			
7				Select	Select	Select	Select			
8				Select	Select	Select	Select			
9				Select	Select	Select	Select			
10				Select	Select	Select	Select			
TOTALS	0.00 Reg Hrs	0.00 ED	0.00 OT	0.00		0.00		Comments to Payroll / Extra Duty & OT L F & G		

Employee's Certification: I hereby certify that the above is a true and correct statement of the hours I have worked for the Seaside School District.

Signed: _____ **M** _____ **N** _____ **O**
 Employee Date Supervisor/Coordinator Date

For office use only						
fund	function	object code	cost center	area	sub area	Hours - % Hourly Rate
fund	function	object code	cost center	area	sub area	Hours - % Hourly Rate

Seaside School District
2021 - 2022 Extra Duty Timesheet

SELECT PAY PERIOD	
July 1 through July 10	
July 11 through August 10	
August 11 through September 10	
September 11 through October 10	
October 11 through November 10	
November 11 through December 10	D
December 11 through January 10	
January 11 through February 10	
February 11 through March 10	
March 11 through April 10	
April 11 through May 10	
May 11 Through June 10	
June 10 through June 30	

Employee Name: _____ **A** _____
First Name Last Name

Supervisor: _____ **B** _____ Position: _____ **C** _____

Days	WORK REPORTING								Other Extra Duty (explain in comments)	Time Sheet Instructions
	Curriculum	Athletic Here	Athletic Away	Prep Time Coverage	Router Bus >60 Miles	Router Bus <60 Miles	Class Advisor / Outdoor School			Select pay period for accurate recording.
11										Hours are rounded to the nearest .25 hour. Download a new timecard every pay period.
12										
13										
14										
15	E	F	G	H	I	J	K	L		
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
1									M	
2										
3										
4										
5										
6										
7										
8										
9										
10										
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Employee's Certification: I hereby certify that the above is a true and correct statement of the hours I have worked for the Seaside School District.

Signed: _____ **N** _____ **O** _____
Employee Date

Approved: _____ **P** _____
Supervisor/Coordinator Date

For office use only						
fund	function	object code	cost center	area	sub area	Hours - % Hourly Rate
fund	function	object code	cost center	area	sub area	Hours - % Hourly Rate