

INSTRUCTIONS for Completion of the Timesheet

Complete all sections of this Timesheet!

1. **EMPLOYMENT TYPE** Indicate whether the employee (“you”) is certificated or classified.
2. **PCA#** If you are working under a Position Control Action, indicate its number.
3. **BUDGET CLASSIFICATION** Indicate your complete budget class string(s). Name fully the funding resource(s). Must be signed by the administrator responsible for oversight on the budget class(es). Only if multiple budget classes used, indicate percentage consumed per string.
4. **SCHOOL or DEPARTMENT** Indicate school or department where your hours were worked. Ditto marks may be

<u>Schools</u>				<u>Departments</u>		<u>Education</u>	
HPEL	A Hapgood Elementary School	LVMS	Lompoc Valley Middle School	<u>Business</u>		EDSV	Education Services
BVEL	Buena Vista Elementary School	VMSS	Vandenberg Middle School	BSSV	Business Services	ITSS	Info Tech Services
RUTH	C Ruth Elementary School	BFGD	Dr Bob Forinash Comm Day Sch	ACCT	Accounting	PROJ	Special Projects
CREL	Crestview Elementary School	CHSS	Cabrillo High School	CKIT	Central Kitchen	SPED	Special Education
FMEL	L Fillmore Elementary School	LHSS	Lompoc High School	PAYR	Payroll	STSV	Student/Pupil Support Services
LCEL	La Canada Elementary School	MHSS	Maple High School	PRNT	Printing	TXTB	Textbook Processing
LHEL	La Honda Elementary School	MVSS	Mission Valley School	TRAN	Transportation	CCI	Common Core Innovation
LBEL	Los Berros Elementary School	ADED	Adult Education	WHSE	Warehouse	HRCE	Certificated HR
MGEL	Miguelito Elementary School	MNEG	Martha Negus	MAIN	Maintenance	HRCL	Classified HR

used for multiple days at the same school or department. Use the standard acronyms where possible.

5. **JOB#** Substitutes must indicate the SEMS job number under which the work is being performed, n/a otherwise.
6. **NATURE OF WORK** Regular employees state the work being performed. Substitutes employees state the name of the employee for whom they are substituting and state the work being performed (e.g. “Substitute for Jon Snow, Custodian I”). Ditto marks may be used if multiple days for the same employee or in the same position. Do not use “vacancy.”
7. **MONTH / DAY / YEAR** Note every day worked. Part-time support should indicate sick days taken, if they have the time available and wish to be paid for them. Do not list holidays or non-work days. Do not use ditto marks.
8. **TOTAL TIME WORKED IN HOURS/SECTIONS** Report only actual hours or sections worked. Do not include an unpaid lunch period in total hours worked. Middle/high school substitute teachers report time in number of sections out of seven. Regular substitutes report work in hours and fractions of an hour.

<u>Hourly Work</u>		<u>Sectional Work (Middle/High School)</u>	
8-22 minutes	0.25 hour	1/7, 2/7, ..., 7/7	
23-37 minutes	0.50 hour		
38-52 minutes	0.75 hour		
53-60 minutes	1.00 hour		

9. **ADDITIONAL HOURS/OVERTIME (COMP TIME or PAYMENT)** Regular employee timesheets must indicate if the hours are to be for comp time or payment. Hours will be automatically paid if nothing is marked. Additional hours/overtime must be pre-approved, in writing, by your immediate managing supervisor.
10. **SIGNATURE of EMPLOYEE** Sign using your full name as it appears on the payroll. This will ensure proper identification for payment. Do not use married name titles such as Mrs. Doe, Mr. Smith. Do not use nicknames.
11. **LAST 4 OF SOCIAL SECURITY NUMBER or ESCAPE ID#** Employees may have the same name. To ensure unique identification, indicate either the last four digits of your social security number or your Escape ID#, if available.
12. **SIGNATURE of PRINCIPAL/SUPERVISOR** Timesheet must be signed and dated by an administrator, supervisor or their designee on file with Payroll Services. Time sheets without this signature will be returned.
13. **SIGNATURE of DISTRICT DIRECTOR** Any time sheet with a budget class that include a resource code that is not “0000” must be signed by the person responsible for those funds. Time sheets without this signature will be returned.

Time Sheet Due Date

All employees are paid at the end of each month. Original timesheet must be submitted to Payroll Services by the 10th of the month. Any timesheet received after that date will be processed on the next regular payroll.