



Business Services

LOMPOC Unified School District

Accounting

Timesheet/Overtime/Additional Time

①

Classified

☐

PCA#

②

Certificated

☐

Budget Class

③

\*If Resource is Not 0000, then Must have District Program Director's Signature

\*\*Funding Resource(s):

Code:

%	**Fund	*Resource	Year	Goal	Function	Object	School	Management	Unit	

④

⑤

⑥

⑦

⑧

#	School/ Dept.	Job#	Substitute For <u>and</u> Position Worked	Date (mm/dd/yy)	Time Worked Hours/Sections
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Submit to Payroll Services No Later than the 10<sup>th</sup> of the Month

Total

⑨ This Section for Regular Employees Only

☐ Comp Time ☐ Payment

Select Method to Compensate Additional Hours/Overtime.

Time will be automatically PAID if nothing is marked.

I certify, by my signature below, that this is a true and correct record of my time worked.

⑩

Employee

⑫

Principal of School/Head of Department

⑬

\*District Program Director

Printed Name  
(First MI Last)Date  
(mm/dd/yy)Printed Name  
(First MI Last)Date  
(mm/dd/yy)Printed Name  
(First MI Last)Date  
(mm/dd/yy)

⑪

Last 4 of Social Security Number or Escape ID#

## 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

### Schools

HPEL A Hapgood Elementary School  
 BVEL Buena Vista Elementary School  
 RUTH C Ruth Elementary School  
 CREL Crestview Elementary School  
 FMEL L Fillmore Elementary School  
 LCEL La Canada Elementary School  
 LHEL La Honda Elementary School  
 LBEL Los Berros Elementary School  
 MGEL Miguelito Elementary School

LVMS Lompoc Valley Middle School  
 VMSS Vandenberg Middle School  
 BFCD Dr Bob Forinash Comm Day Sch  
 CHSS Cabrillo High School  
 LHSS Lompoc High School  
 MHSS Maple High School  
 MVSS Mission Valley School  
 ADED Adult Education  
 MNEG Martha Negus

### Departments

Business  
 BSSV Business Services  
 ACCT Accounting  
 CKIT Central Kitchen  
 PAYR Payroll  
 PRNT Printing  
 TRAN Transportation  
 WHSE Warehouse  
 MAIN Maintenance

### Education

EDSV Education Services  
 ITSS Info Tech Services  
 PROJ Special Projects  
 SPED Special Education  
 STSV Student/Pupil Support Services  
 TXTB Textbook Processing  
 CCI Common Core Innovation  
 HRCE Certificated HR  
 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.

### Hourly Work

8-22 minutes 0.25 hour  
 23-37 minutes 0.50 hour  
 38-52 minutes 0.75 hour  
 53-60 minutes 1.00 hour

### Sectional Work (Middle/High School)

1/7, 2/7, ..., 7/7

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 10<sup>th</sup> of the month. Any timesheet received after that date will be processed on the next regular payroll.