LOMPOC UNIFIED SCHOOL DISTRICT
WORKING OUT OF CLASS (WoC) TIMESHEET

① Classified PCA # _____

②
%	Fund	*Resource	Year	Goal	Function	Object	School	Management	Unit
--	----	0 ----	----	----	----	---	----	----
--	----	0 ----	----	----	----	---	----	----

*IF RESOURCE IS NOT 0000, MUST HAVE PROGRAM ADMINISTRATOR'S SIGNATURE - PLEASE SEND TO APPROPRIATE DEPARTMENT.

#	SCHOOL/DEPT.	③ TITLE OF POSITION WORKED	④ DATE	⑤ WORKING OUT OF CLASS HOURS	⑥ WoC - EXTRA HOURS	⑦ WoC - OVERTIME
	E.g., LVMS	Jon Snow, Language Census Tech.	07/15/2018	6	2	0.75
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
			TOTAL			

⑧ _____
Signature of Employee

_____
Printed Name of Employee

_____
Date

_____
Last 4 of Social Security Number OR Escape ID#

⑨ _____
Signature of Principal/Supervisor

_____
Date Signed

⑩ _____
*Program Administrator's Signature

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⑪ FOR PAYROLL USE ONLY

INSTRUCTIONS FOR COMPLETION OF THE TIME SHEET
Complete all sections of the Timesheet!

DO list holidays if you are working out of class the day before or after a holiday.

DO list leaves (sick/vacation/PN) on your timesheet for days you were assigned to work. You must also attach a Classified Personnel Absence Report (BLUE sheet) to your timesheet indicating leave type and dates.

DO NOT include unpaid lunch times.

1. PCA #: employee must be working under a Position Control Action (PCA) prior to first day of work to prevent delay in payroll processing.

2. BUDGET CLASSIFICATION: Indicate COMPLETE budget class string and percent of each if more than one listed.

   - All resource codes other than "0000" must be routed timesheet to appropriate department for approval.

3. TITLE OF POSITION WORKED: indicate the actual title of the position worked. Example - **office assistant, lead custodian, administrative assistant II, etc.** are **good** - "filing after school" or "ABC training" are NOT a job titles.

4. Date: The month, day, and year must be indicated for every day worked.

5. TIME WORKED IN PLACE OF ASSIGNMENT: these are hours worked in lieu of original assignment. E.g., a 6 hour IA working out of class as an 8 hour staff secretary would fill in 6 here as 6 hours were in place of their primary assignment.

   - Report only <u>actual</u> hours worked. Do not include lunch. Hours must be in ¼ hour increments: 8-22 min. = .25 hour; 23-37 min. = .50 hour; 38-52 min. = .75 hour; 53-60 min. = 1.0 hour.

6. EXTRA HOURS WORKED OUT OF CLASS: E.g., a 6 hour IA working in an 8 hour staff secretary position would list 2 hours extra time here.

7. OVERTIME HOURS WORKED OUT OF CLASS: If overtime is worked in the out of class position, list here. Overtime needs to be approved by the supervisor. **Any time over 8 hours in one work day is considered overtime.**

   - E.g., a 6 hour IA who worked 8 hours 45 minutes in a day would include 0.75 hours overtime out of class.

8. EMPLOYEE NAME, SIGNATURE, and DATE: Print your full name as it appears on the payroll. Do not use nicknames or alternate middle/surnames unless they have been changed with Human Resources.

9. SIGNATURE OF PRINCIPAL/SUPERVISOR and DATE: Time sheet MUST be signed and dated by an administrator or their designee on file with Payroll Services. **Time sheets without this signature will be returned.**

10. BUDGET APPROVER'S SIGNATURE: Any time sheet with a resource code which is not "0000" must be signed by the person responsible for those funds.

11. FOR PAYROLL USE ONLY

TIMESHEETS MUST BE SUBMITTED TO YOUR SITE BY THE 10TH EACH MONTH
ANY TIME SHEET RECEIVED AFTER THAT DATE MAY BE PROCESSED ON THE NEXT REGULAR PAYROLL.
ALL TIMESHEETS ARE PAID AT THE END OF EACH MONTH SUBMITTED.