

# Alum Rock Union Elementary School District

## Timesheet Guideline

THIS GUIDELINE IS INTENDED TO PROVIDE INFORMATION TO ASSIST WITH THE TIMELY PROCESSING OF TIMESHEETS AND TO ADHERE TO STATE REGULATIONS. TIMESHEETS SHOULD BE COMPLETELY FILLED OUT AND SUBMITTED AT THE END OF EACH SERVICE PERIOD, AS SOON AS THE WORK IS COMPLETE.

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### PROCEDURES FOR COMPLETING THE MONTHLY TIMESHEET:

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- Always complete in blue or black ink. Pencil is not acceptable.
- A **Fillable PDF** Timesheet, with e-signature option, is available on the ARUSD Website
- Use the Employee ID Number and not the Social Security number.
- Staff - submit timesheets to your School Site/Department by 5 pm on the DUE DATE, the 24<sup>th</sup> of each month, with the **exception** of **November** and **December**.
- School Sites/Departments - submit timesheets to the Business Office with all signatures and **proper coding**. Incomplete timesheets will be returned and may not be paid.
- **Do not** hold onto the timesheet to get a lump sum paycheck in December or in June. Per CalSTRS/CalPERS, all earnings must be reported immediately or penalties and interest will be assessed for late reporting.
- Only include dates actually worked. Timesheets with future dates will be returned.
- Always indicate the Time-In and Time-Out. No overlapping with the regular work schedule. Per AREA contract, 15 minutes before and after the instructional time is part of the 405 minutes and are already paid. Please observe the Bell Schedule.
- Lunch period should be unpaid time. A meal period of at least thirty minutes should be provided with a work period of more than six hours per day.
- For contracted employees, please ensure that there is a completed contract with HR before the work has started.
- Program Managers should verify the hours and days indicated before approving, to avoid duplication. It is the program manager's responsibility to check the timesheet thoroughly and make sure it is legible, complete and accurate before signing.
- Do not resubmit lost timesheets. Allow time for research to occur because duplicate timesheets can delay payment by requiring further research.
  - ❖ Record time worked in 15 minute increments, for example:
    - 🕒 60 minutes = 1 hour
    - 🕒 15 minutes = .25
    - 🕒 30 minutes = .50
    - 🕒 45 minutes = .75