

BARRE UNIFIED UNION SCHOOL DISTRICT

Barre City Elementary & Middle School

Barre Town Middle Elementary School

Spaulding High School

Central Vermont Career Center

May 7, 2019

Revised November 12, 2020

Timesheet Procedures

All employees who are required to complete a timesheet must follow the procedures below:

1. Employees must use an authorized timesheet for the current fiscal year when reporting time worked. No other form will be accepted. Timesheets are available electronically on our website under the Business Office or from your Payroll Liaison in paper form. When entering your daily hours, please round up to the nearest quarter hour (.25, .50, .75).

2. Each building has a designated Payroll Liaison. **Employees must submit completed timesheets with legible writing and appropriate signatures to the Payroll Liaison on Thursday by 12:00 noon, prior to payday.**

NEW

***** In the event that work is remote or off campus during a payroll cycle, electronic timesheets will be accepted and authorizing signatures may be obtained at a later date. Reconciliation and adjustments will be processed in the next payroll cycle.***

3. Employees/Payroll Liaison must ensure that the dates, hours, leave, etc are correct. Prior approval is required to work beyond your assigned hours per day and/or if you work through your 30-minute unpaid lunch break. You must also record all hours worked. Timesheets will be alphabetized before sending them to the business office.

4. **Timesheets are due to the BUUSD Business Office on Friday by 12:00 noon**, prior to payday.

NEW

*****In the event that work is remote or off campus during a payroll cycle, timesheets must be submitted electronically by Friday at 12:00 noon, and original copies must be sent to the Central Office on the next in-person business day.***

5. Incomplete timesheets will be returned to the employee or employee's supervisor.

*Please note that there is a new COVID-19 column on the timesheet. Examples of COVID-19 related hours might be: AM/PM bus rider for health screening, AM student arrival health screening, etc.

Definition of non-exempt employee

Most employees are entitled to overtime pay under the Fair Labor Standards Act. They are called non-exempt employees. Employers must pay them one-and-a-half times their regular rate of pay when they work more than 40 hours in a week. The biggest problem most employers have with nonexempt employees is miscalculating how much overtime workers are owed.

BUUSD Employee Savings Plan Applications are available. Please contact Ann Baker at Ext. 1024 for more information.