

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.

PROCEDURES FOR COMPLETING THE MONTHLY TIMESHEET:

- [Electronic Timesheet InformedK12](#)
- Staff/Initiator – use your Employee ID Number only.
- Staff/Initiator - submit timesheets to your School Site/Department by 5 pm on the DUE DATE, the 24th of each month, with the **exception** of **November** and **December**.
- School Sites/Departments – Administrative Assistants add **proper coding**, and routes to Supervisor for approval, Supervisor routes to Accountant. Incomplete/Incorrect timesheets will be returned for corrections and may not be paid on time.
- **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 and hours actually worked. **Timesheets with future dates will NOT be paid**.
- Always indicate the Time-In and Time-Out, **DO NOT overlap with the regular/normal 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/lunch 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 and approve contract with HR prior to beginning assignment.
- Program Managers should verify the hours and days worked before approving. It is the program manager's responsibility to check the timesheet thoroughly and make sure it is clear 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.
- Final Step, the employee will receive and email confirming the Electronic Timesheets has been completed.
 - ❖ Record time worked in 15 minute increments, for example:
 - ⚡ 15 minutes = .25
 - ⚡ 30 minutes = .50
 - ⚡ 45 minutes = .75
 - ⚡ 60 minutes = 1 hour