

TIMESHEET ENTRY TIPS:

1. Recording Overtime.

- a. Enter all hours worked into the regular time row until you reach 40 hours for the week, hours worked beyond 40 then go in the OT (overtime) row. The same applies for earned comp. Even if you work more than 8 hours in a day, it is still regular hours until you reach 40 for the week.

Example:

	Sunday 16-Oct-22	Monday 17-Oct-22	Tuesday 18-Oct-22	Wednesday 19-Oct-22	Thursday 20-Oct-22	Friday 21-Oct-22	Saturday 22-Oct-22	TOTAL
Regular		8	9	8.5	8	6.5		40
OT						3		3

2. When the 1st of the months falls in the middle of a week.

- a. If a new pay period starts in the middle of a week, be sure to add the hours from the previous pay period in order to figure out if you had any overtime that week. Only your current month hours will show on your time sheet, so you need to pull up the previous month in the time sheet viewer and manually add up the hours from the end of the previous month.

Example:

	Sunday 28-Aug-22	Monday 29-Aug-22	Tuesday 30-Aug-22	Wednesday 31-Aug-22	Thursday 1-Sep-22	Friday 2-Sep-22	Saturday 3-Sep-22	TOTAL
Regular		10	8	8	8	6		40
OT						2		2

3. Review your time sheet before submitting it for supervisor approval.

4. Holidays

- a. Holidays do not count toward 'hours worked' and therefore do not count toward overtime. In other words, if Monday is an 8-hour holiday, you must work 40 hours Tuesday-Friday before you qualify for OT.

Example:

	Sunday 4-Sep-22	Monday 5-Sep-22	Tuesday 6-Sep-22	Wednesday 7-Sep-22	Thursday 8-Sep-22	Friday 9-Sep-22	Saturday 10-Sep-22	TOTAL
Regular			10	8	9	8		35
OT								0
Holiday		8						8

5. Sick, vacation and personal time

- a. Sick, vacation and personal leave used do not count toward 'hours worked' and therefore do not count toward overtime. In other words, if you used 8 hours of sick time on Monday, you must work 40 hours Tuesday-Friday before you qualify for OT.

- b. Also, if you took sick, vacation or personal leave in a week and ended up working over 8 hours on a different day, you need to reduce your sick, vacation, or personal time down so your hours do not exceed 40 regular hours for the week.

Example a:

	Sunday 16-Oct-22	Monday 17-Oct-22	Tuesday 18-Oct-22	Wednesday 19-Oct-22	Thursday 20-Oct-22	Friday 21-Oct-22	Saturday 22-Oct-22	TOTAL
Regular			8	8	8	8		32
OT								0
Sick		8						8

Example b:

	Sunday 16-Oct-22	Monday 17-Oct-22	Tuesday 18-Oct-22	Wednesday 19-Oct-22	Thursday 20-Oct-22	Friday 21-Oct-22	Saturday 22-Oct-22	TOTAL
Regular			10	8	9	10		37
OT								0
Sick		3						3

*You were gone 8 hours but reduce it to 3 so you don't have over 40 regular hours for the week. This has to do with the reporting of sick time used versus sick time paid out and has Teacher's Retirement reporting ramifications.

6. Subbing for a different position

- a. In many cases if you sub for someone else you receive a different rate of pay. Some examples of this are when a para-professional subs for a teacher or when a custodian subs for a building head. In order to get paid correctly, you need to record your hours in the **Substitute** row and also put a **comment** next to those hours. The comment should tell Payroll **who you are subbing for and what position they hold (for example: Sue Johnson, Teacher or Bill Jones, Hedges Building Head)**.

Example:

	Sunday 16-Oct-22	Monday 17-Oct-22	Tuesday 18-Oct-22	Wednesday 19-Oct-22	Thursday 20-Oct-22	Friday 21-Oct-22	Saturday 22-Oct-22	TOTAL
Regular			8	8	8	8		32
OT								0
Sick								0
Substitute		8						8

*Click the show/hide button next to notes at the bottom of the time sheet screen to record the notes.

QUESTIONS

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