

## HOW TO FILL OUT EXTRA DUTY AND OVERTIME TIMESHEETS

Use this link: [LGSUHSD Timesheet Form](#):

1. Enter your information and select "Go to Form"

### LGSUHSD Timesheets 21-22

YOUR FULL NAME / SU NOMBRE COMPLETO

Lindsay Harris

YOUR EMAIL / SU CORREO ELECTRÓNICO

lharris@lgsuhdsd.org

Enter to receive confirmation of submission.

Go to form / Ir al formulario

**LOS GATOS-SARATOGA HIGH SCHOOL DISTRICT  
TIME SHEET**

NAME (please print) \_\_\_\_\_ JOB TITLE: \_\_\_\_\_  
 School/Location \_\_\_\_\_ Pay Period: \_\_\_\_\_

Date	Starting Time	Ending Time	Lunch (If more than 6 hrs)	Total Hours	(if applicable) Reg. employee replaced	Reason

NOTE: Timesheets must be submitted no later than the 16th of the month, otherwise you will be paid on the next pay period. Overtime must receive PSCSB approval and be recorded on an attached Overtime Report form. Incomplete timesheets will be returned to supervisor, this may delay payment.

2. Enter your required information above and add your extra duty/overtime hours.
  - Please make sure to include the **dates** you worked and the hours **OUTSIDE** of your regular work hours.
    - Each date should have a separate line.
    - If you have multiple extra duty jobs, they must go on separate timesheets.
      - Example: Basketball Game Clock & Detention Hours should go on separate timesheets.
  - If you worked a sporting event, instead of adding hours, you can indicate how many games you worked in the box next to the hours. .
  - If you worked **more than 6 hours**, you must include a 30 lunch break on the timesheet.
  - Please **DO NOT** send a timesheet with duplicate dates. The timesheet will be sent back to you.

### LOS GATOS-SARATOGA HIGH SCHOOL DISTRICT TIME SHEET

NAME (please print)       JOB TITLE:   
 School/Location       Pay Period:   
 Type:

Date	Starting Time	Ending Time	Lunch (if more than 6 hrs)	Total Hours	(if applicable) Reg. employee replaced	
09/01/2022	1:00 PM	7:30 PM	30mins	6		Prof. Dev.
09/02/2022	3:00 PM	5:00 PM		2		Prof. Dev.
09/03/2022	00:00 AM	00:00 AM		number	2 Games	SHS Shot Clock

3. After you add your dates and times, you will indicate duties performed and any notes to the administrator or payroll in the box on the bottom left.

Employee - Please indicate what duties were done (e.g. "I was a ticket taker for the Saratoga Spring Musical"):

Supervisor - Please indicate the funding source for the duties provided by the employee (e.g. "the funding source is Saratoga Drama Boosters"):

4. After you have entered your hours or games, you will E-sign at the bottom of the page, and select an administrator from the dropdown list.
5. **Make sure to send it to the Supervisor that approved the extra-duty or overtime hours. You may also include special instructions.**

Please select next recipient below

Send to this recipient

The screenshot shows an email composition interface. On the left, there are fields for 'Administrator', 'Email', 'Cc', 'Email Subject', and 'Message'. The 'Administrator' field has a dropdown menu open, listing several names: Belzer, Paul; Buchanan, Kevin; Chapman, Alex; Drolette, Amy; Evanoff, Abra; Fajardo, Casino; Grasty, Kristina; Grenier, Julie; Louie, Greg; Mukherjee, Deepa; Perley, Delores; Rocha, Heath; Sanderson, Billy; Splane, Jamal; Stits, Allison; Thompson, Brian; and Torrens, Matthew. The 'Email Subject' field contains the text 'Sign or Review: For Updated Timesheet 2022-23'. The 'Message' field contains the text 'You have received a... Please fill out your... on the online form and website.'

6. After you submit the form, your Admin will sign and send it to payroll.

#### Important Notes:

- Do Not Send Multiple Timesheets that contain duplicate dates
- Turn in your Timesheet within one month of completing the extra duty or overtime.
- **DO NOT wait until the end of semester or school year to submit timesheets**
- Please turn in timesheets prior to the monthly deadline to ensure that your Admin signs and submits to payroll before the deadline. [PAYROLL TIMELINE DATES 22-23](#)

# TIMESHEET INSTRUCTIONS FOR ADMIN/SUPERVISORS

\_\_\_\_\_ Administrator's signature

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
overtime \$\$ Total Hours

Supervisor - Please indicate the funding source for the duties provided by the employee (e.g. "the funding source is Saratoga Drama Boosters"):