



## INSTRUCTIONS FOR TEMPORARY/SUBSTITUTE TIME SHEET

The Temporary/Substitute Time Sheet is to be used to request payment of time worked by Long Term Substitutes, Long Term Temporary Employees and Temporary Employees.

Long Term Substitutes are substitutes hired to replace an employee who is out on leave. There will only be a few instances that a Long Term Substitute will fill out a green time sheet for working.

Long Term Temporary Employees are primarily in vacant or growth positions where an employee is not absent. Long Term Temporary Employees are **required** to complete a green time sheet.

Temporary Employees are typically tutors, seasonal help and other persons who are performing work on behalf of the district. Temporary Employees are **required** to complete a green time sheet.

This form must be submitted on green paper and must be filled out in blue ink only. **Submit only originals for payment. No photocopies will be processed for payment, as original signatures are required.**

**\*\*\*All completed green time sheets must first be sent to Human Resources for review and signed by the Executive Director of Human Resources. Human Resources will forward all approved time sheets to Payroll for processing.\*\*\***

### All blanks must be filled in completely:

**Employee name.** Please use your full, legal name, the name you have on file with NISD.

**Period covered** is the time sheet period, found on the Monthly Payroll Schedule (see bottom right corner), during which the work was completed (Ex. 7/28/2019—8/24/2019).

**Employee ID #** is the 6 digit number issued by Human Resources. It is very important, as some people have the same or similar names. Social Security numbers will not be accepted.

**Dates** should be entered according to the pay period schedule; not all months will have a 5<sup>th</sup> week. Please do not include multiple pay periods on one time sheet.

**Recording Actual Time Worked.** Please record the actual time worked on each day worked. If lunch is taken, please mark the appropriate box for the amount of time taken for lunch.

**NOTE: A 30 minute lunch will automatically be deducted after 6 hours of work if no selection is made.**

**Hours Per Day** is the total # of hours worked that day. Be sure to account for lunch taken when totaling hours worked.

**Total Hours** is the total # of hours worked for the entirety of the pay period.

**Rate of pay** is required on all time sheets. It must be determined before submitting time sheet. Payroll **does not** determine the rate of pay. The rate of pay should be decided prior to the employee performing the work.

**Total Amount** must be figured before submitting time sheet.

**Budget code** is required on all time sheets. It must be determined before submitting the time sheet. Payroll **does not** determine the code and is not responsible for deciding what code should be used. Appropriate budget codes should be decided prior to the employee performing the work.

**Supervisor AND Director signatures** are required for all time sheets. **No initials, only full signature accepted.**

### NOTES:

\*\*\*When recording your time, please refer to minutes in quarter of an hour, for example:

1 hr. & 15 min. = 1.25 or 1-1/4 hours

1 hr. & 30 min. = 1.5 or 1-1/2 hours

1 hr. & 45 min. = 1.75 or 1-3/4 hours