

Certificated Timesheet Instructions

If the instructions below are not followed your timesheet will be sent back to you, resulting in a delay in your pay.

1. Pay periods are the 21st through the 20th. **Please only include one pay period per timesheet**
2. Write name on timesheet as it appears on your paystub. Do not use nicknames.
3. All times must be in decimal format (i.e. 1 hour 45 minutes = 1.75).
4. When including times for IEPS please include student's initials for reference.
5. Time for Period Subbing – Fill in how much of the period was subbed in the hours column (i.e one full period = 1; if only a partial period, half of the period = .50).