

Reminders from HR/Payroll

Timesheets

- Green Timesheet – Additional Assignment for Classified Employees
- White Timesheet – Additional Assignment for Certified Employees
- Yellow Timesheet – For hours worked by an employee for position that has not been imported into Workforce
- Gold Timesheet – Community Ed Additional Assignment
- Pink Request for Paid Time form – For missed punches in Workforce and missed absences
 - To be kept at the site and entered by the Workforce Editor for 4 years after the fiscal year created and then can be sent to shred

Timesheet Reminders

- **Please use the most updated timesheet version.** There are fillable and printable versions.
- Most timesheets require an ePAR, please refer to the most current helpsheet for ePAR requirements.
- **Please write the ePAR number on the timesheets** – This is a tremendous help to payroll, especially for an Additional Assignment ePARs that has a list of employees attached.
- **Please make sure that the budget code on the timesheet matches the ePAR.** If you are unsure of the budget code, please do not use a generic code. Please consult the Helpsheets. If it is not listed there, reach out to the Business office with any questions.

Workforce

- When an employee does not meet their FTE for the week with worked time, appropriate Leave hours should be used if available. Leave time is not to be saved for future use. Employees must be consulted before entering/changing leave hours and a pink sheet should be completed by the employee.
- When PTO, vacation, or comp time are used, remember to reduce Leave hours to meet FTE.
- Enter Unpaid Day hours to meet Daily FTE when appropriate leave is not available. Employee cannot use Unpaid Day if there are leave hours available.
- We have a workforce training video for employees in English and Spanish. If you do not have the link, please ask your Payroll Tech.

ePARS

- Please make an effort to fill out ePARs completely, adding as much information as possible to the NOTE section.
- Effective Date on ePARS is when the change is taking place, this will affect employee pay.
- Please refer to the Helpsheets for information on timesheets and rate of pay.
- An Additional Assignment Pay Action form is not required when submitting an ePAR for one person.
- Please use the most updated Additional Assignment Pay Action form found.
- Please use the new descriptions for Additional Assignments when possible.
 - _AFTER SCHOOL CLUBS
 - _ADDITIONAL TEACHING PERIOD
 - _GAME WORKER
 - _TESTING
 - _TUTORING – ACADEMIC INTERVENTION
 - _TUTORING – AFTER SCHOOL
 - _WEBMASTER
 - ROTC EXTENDED DAYS
 - STIPEND – TEAM LEADER
 - STIPEND – LEVEL LEAD