

Wyoming Valley West School District Middle /High Coverage Compensation Timesheet

Regular Ed / Special Ed (Circle one)

Employee Name - PRINTED (First, Middle, Last) _____

Last FOUR digits of Employee Social Security # _____

PPID NUMBER (Teachers only) # _____

School Building: _____

To: _____

		A.M. or Pre-Lunch			P.M. or Post-Lunch			Middle & High School	Class Periods Covered	Total Coverage Periods DO NOT TURN IN TO THE BUSINESS OFFICE UNTIL A CUMULATIVE OF 5 DAYS COVERAGE HAS BEEN OBTAINED
Dates:	Day	In	Out	Hours	In	Out	Hours	# of periods split \$25 each accumulation of 5 class periods		
	1									
	2									
	3									
	4									
	5									
								Total Hours for Week One:		
	1									
	2									
	3									
	4									
	5									
								Total Hours for Week Two:		

I hereby certify the forgoing hours as listed above are correct and the services were in fact preformed at the time and purpose indicated.

Employee signature

Approved: _____

Principal / Supervisor _____

Director _____

WVWSD EMPLOYEE TIME SHEET GUIDELINES

Middle/High School Coverage Compensation

- ◆ Timeliness: Time sheets **must** be submitted to Administration Building within **two weeks** of work performed. Timely submissions increase the accuracy of grant fund balances and decreases payroll errors. Please follow the Bi-Weekly Pay Schedule for the time sheet reporting periods.
- ◆ Time sheets **must** be completed in **blue** or **black ink** -- No ~~red ink~~ or ~~pencil~~.
- ◆ The employee **must** provide; PPID Number for Teachers and **only** the last four digits of their Social Security number for everyone else.
- ◆ The employee **must** circle Regular Education or Special Education.
- ◆ The employee **must** provide first, middle initial & last name on their time sheet.
- ◆ The employee **must** provide the name of the school that will be charged the extra coverage hours.
- ◆ From: _____ To: _____
These timesheets are not due until teacher accumulates 5 periods of coverage. Time Sheets **cannot be submitted before** the work is completed. **Failure to submit on time and follow WVWSD Schedule will result in delayed payment.**
- ◆ Hours should be rounded to the nearest **quarter hour**.
- ◆ Check calculations of hours worked. Grant funds cannot pay for lunch hours, prep time, snow days, delay/early dismissal, or any time an employee is already contractually being paid.
- ◆ Time Sheets **cannot have pre-printed times** on them, even if a group of people worked the same hours. Each employee writes in his or her own hours. (*i.e. AM and PM hours*)
- ◆ Time Sheets **must** be individually completed, signed by the employee, reviewed by school secretary and principal signs and submits following the Bi-Weekly Pay Schedule. Principal signatures should be hand written and legible, not stamped or photocopied. A stamped principal's signature cannot be used and will be returned, resulting in a delay of processing.
- ◆ Time Sheets completed incorrectly will be returned for correction.