

Wyoming Valley West School District Elementary 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: _____

From: _____

To: _____

		A.M. or Pre-Lunch			P.M. or Post-Lunch			Elementary School		
Dates:	Day	In	Out	Hours	In	Out	Hours	"X" if more than 1/2 day of coverage is obtained	Class Periods / Teacher Covered	Total Coverage Periods (\$25 per more than Half Day Coverage for Elementary or cumulation of 5 periods for Middle / Highschool)
	Sun.									
	Mon.									
	Tues.									
	Wed.									
	Thur.									
	Fri.									
	Sat.									
								Total Hours for Week One:		
	Sun.									
	Mon.									
	Tues.									
	Wed.									
	Thur.									
	Fri.									
	Sat.									
								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

WWSD 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 time sheets **cannot be submitted before** the work is completed. **Failure to submit on time and follow WWSD Schedule will result in delayed payment.**
- ◆ **Hours should be rounded to the nearest quarter hour.**
- ◆ **Mark "X" when more then ½ day of coverage is obtained.**
- ◆ 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.