TIMESHEET SUBMISSION

For Extended Duty Assignment and Substitute/Hourly Employees

General Questions

1. **What do you need to start?**
    a. Your working record
    b. Your email address.

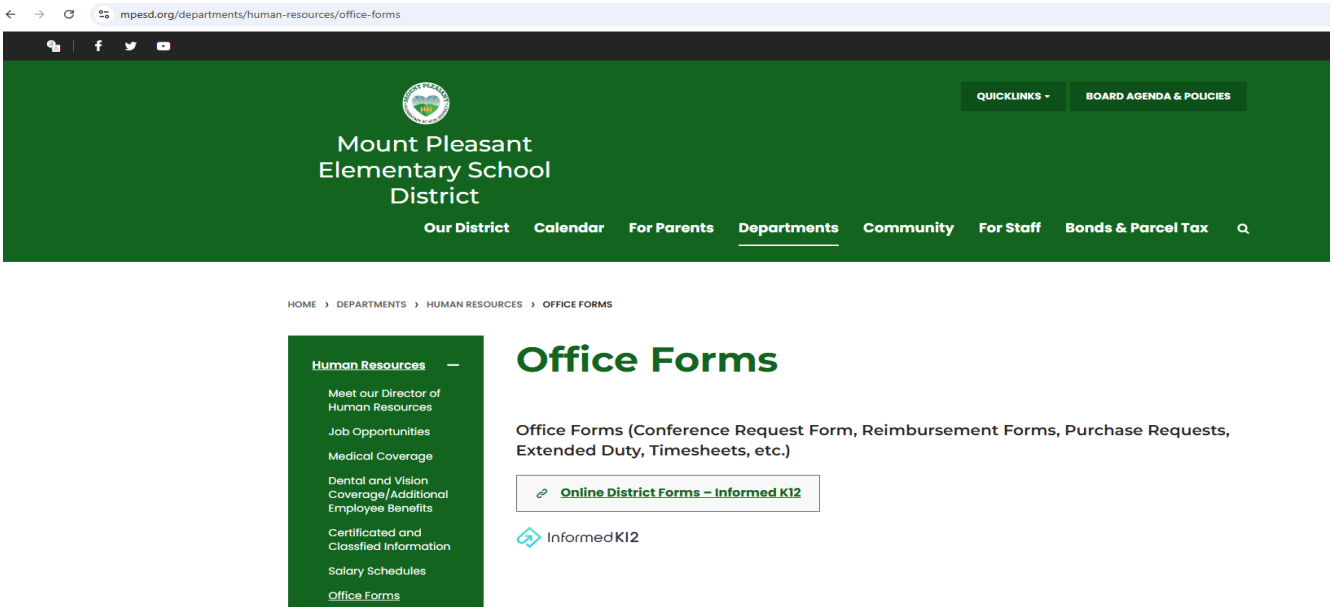
    After you submit your timecard (Step 1), InformedK12 will send you an email with the link to check your timecard status.
2. **Extended Duty vs. Regular Duty**
    Timesheets are created only if you work extra hours, outside of your regular work schedule.
3. **How many school sites have you worked at during this pay period?**
    This is how many timecards you should submit.
    If you work at 2 school sites, please submit 2 separate timecards.
4. **Annual mandatory online training is required to be done by the first day of the school year.**
    Timecards should be submitted to Jesse Darling and Dr. Jewett through InformedK12.
5. **If you attend the orientation training at the beginning of the year**.
    You do not need to create the timecards through InformK12.
    Please make sure you sign in at the entrance, the event managers will send the attendance list to Payroll for payment.

Submission Process

Step 1: Initiator Employee's responsibility

1. Access InformedK12 system through the District Website

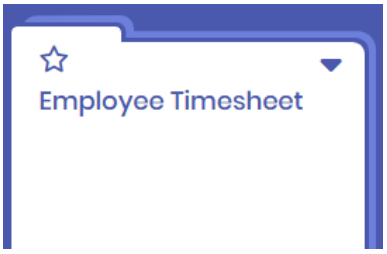
https://www.mpesd.org/departments/human-resources/office-forms

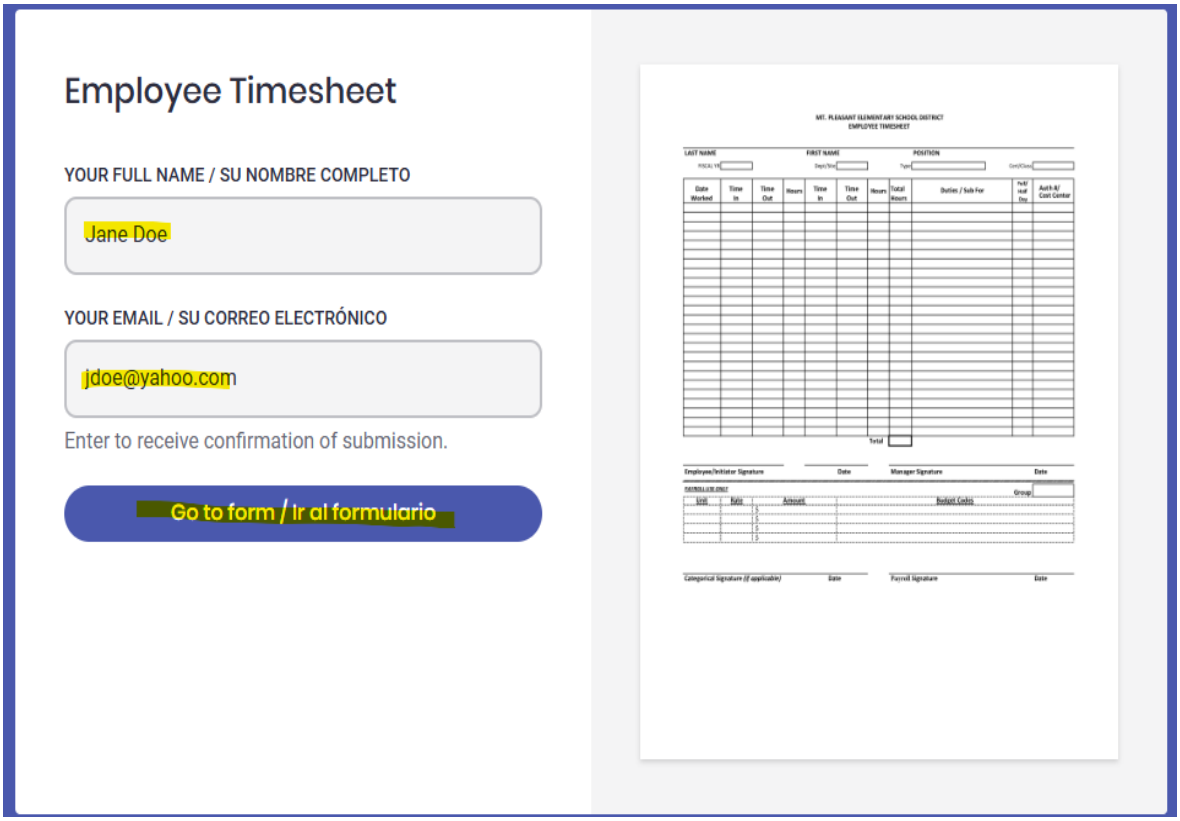


2. Choose "Employee Timesheet".

You do not need to create an account; you just need to fill out your full name and email address.

Email addresses are important, they will be communication tools for your timesheet's status.

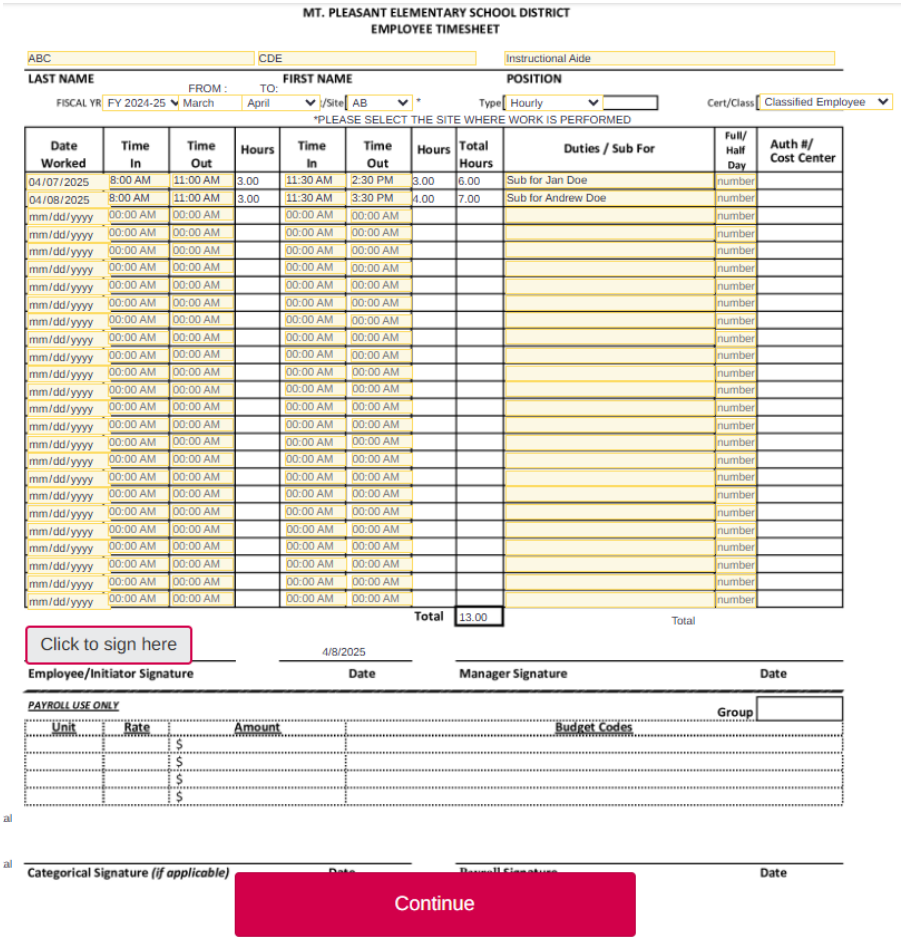




Type Box

FTE employees working additional time → Choose Extended Duty
All Substitute employees (covering another position) → Choose Substitute
Classified hourly employees (MPAS, Noon Duty, etc.) → Choose Hourly

3. **After filling out your working details, please sign "Click to sign here"** and choose "Continue",



MT. PLEASANT ELEMENTARY SCHOOL DISTRICT
EMPLOYEE TIMESHEET

ABC | CDE | Instructional Aide

LAST NAME | FIRST NAME | POSITION

FISCAL YR: FY 2024-25 | FROM: March | TO: April | /Site: AB | Type: Hourly | Cert/Class: Classified Employee

*PLEASE SELECT THE SITE WHERE WORK IS PERFORMED

Date Worked	Time In	Time Out	Hours	Time In	Time Out	Hours	Total Hours	Duties / Sub For	Full/ Half Day	Auth #/ Cost Center
04/07/2025	8:00 AM	11:00 AM	3.00	11:30 AM	2:30 PM	3.00	6.00	Sub for Jan Doe	number	
04/08/2025	8:00 AM	11:00 AM	3.00	11:30 AM	3:30 PM	4.00	7.00	Sub for Andrew Doe	number	
mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
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mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
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mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
mm/dd/yyyy	00:00 AM	00:00 AM		00:00 AM	00:00 AM				number	
					Total		13.00		Total	

Click to sign here

4/8/2025

Employee/Initiator Signature | Date | Manager Signature | Date

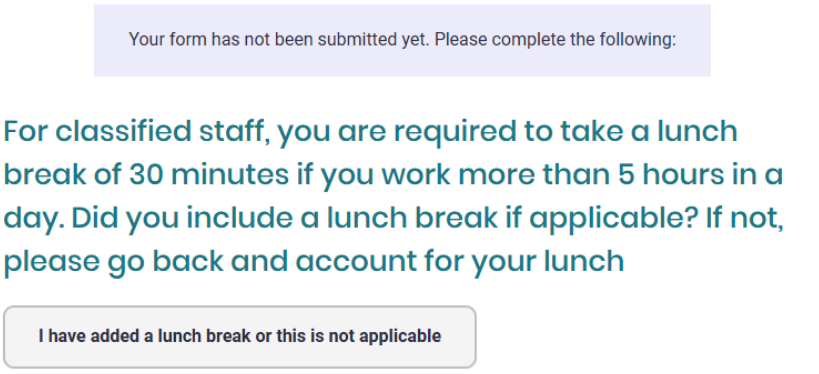
PAYROLL USE ONLY | Group

Unit	Rate	Amount	Budget Codes
		$	
		$	
		$	
		$	

Categorical Signature *(if applicable)* | Date | Payroll Signature | Date

Continue

Please note that if your schedule is more than 5 hours, you must take lunch at least 30 minutes. Confirm lunch break by click on "I have added a lunch break or this is not applicable"

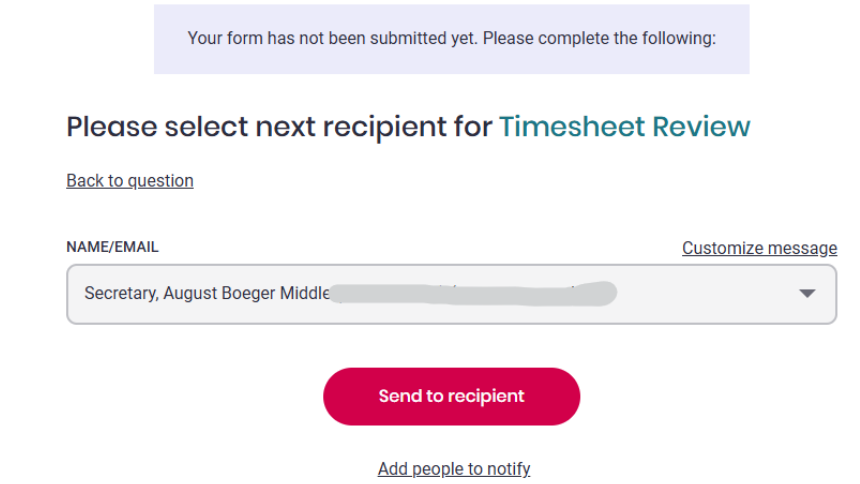


Your form has not been submitted yet. Please complete the following:

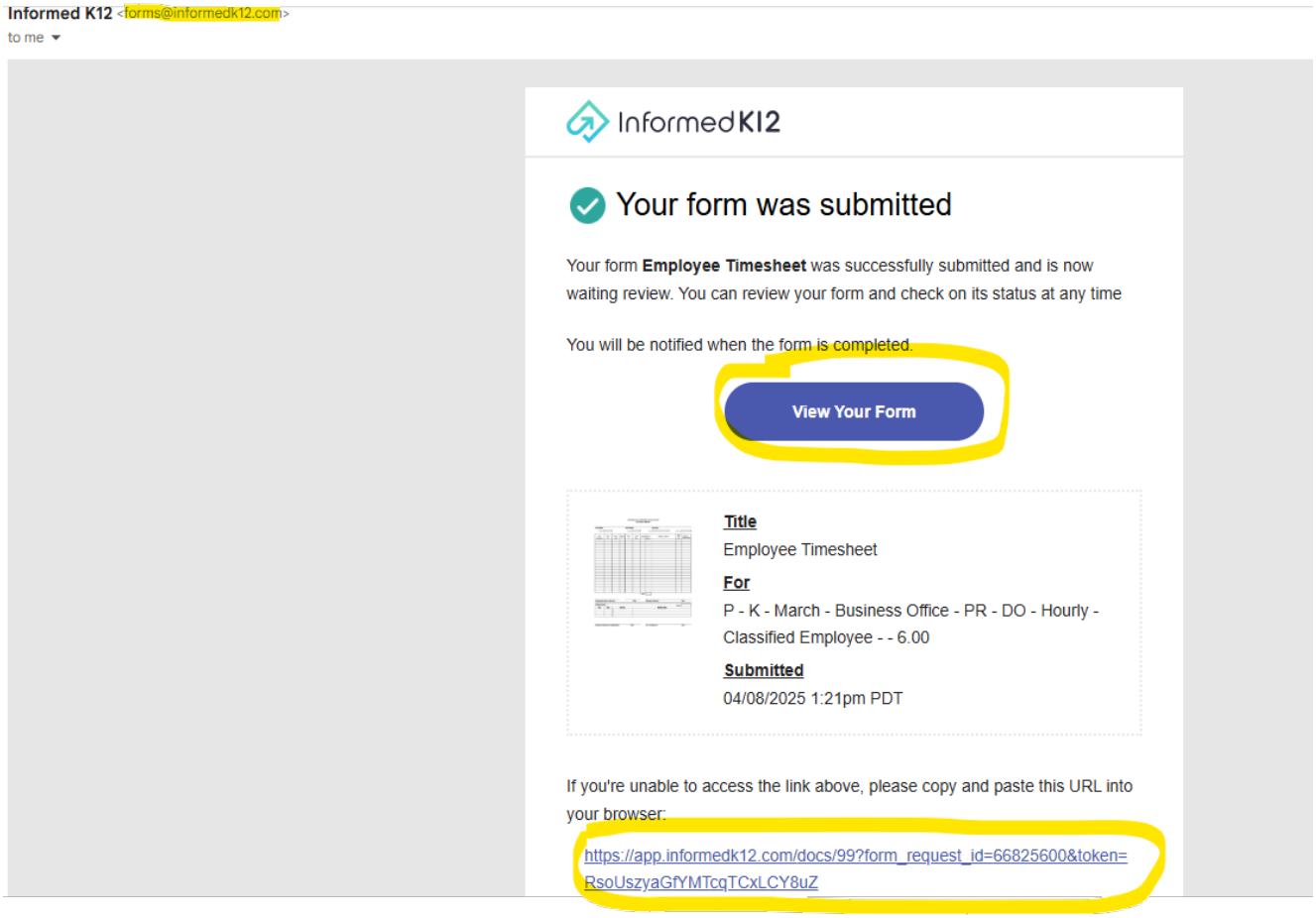
For classified staff, you are required to take a lunch break of 30 minutes if you work more than 5 hours in a day. Did you include a lunch break if applicable? If not, please go back and account for your lunch

I have added a lunch break or this is not applicable

4. Next, submit the form to the site secretary by "Send to recipient".



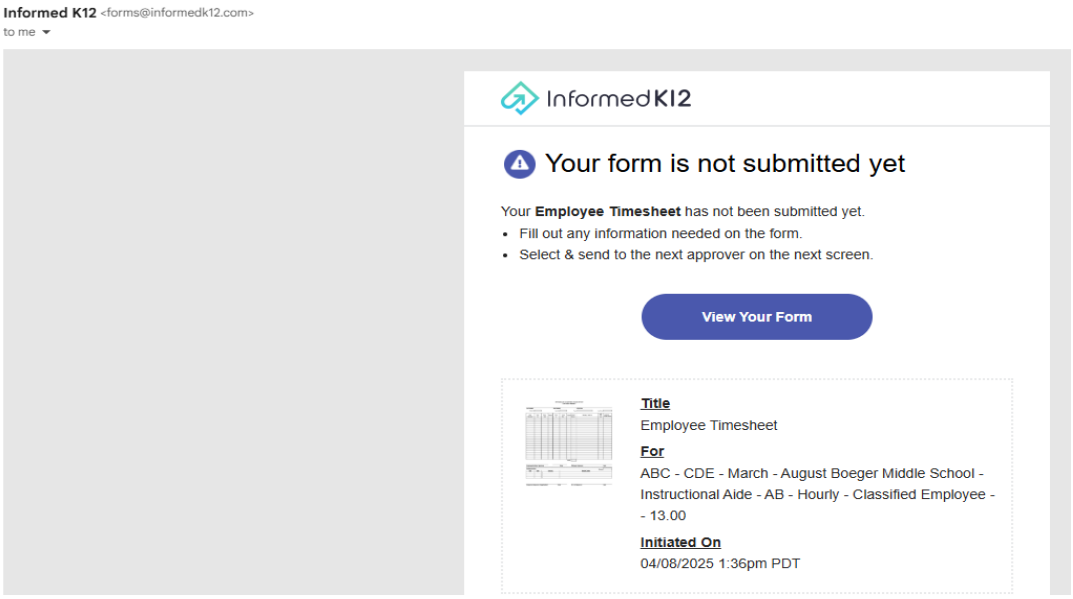
InformedK12 will send you a confirmation email that your timecard was submitted as below.



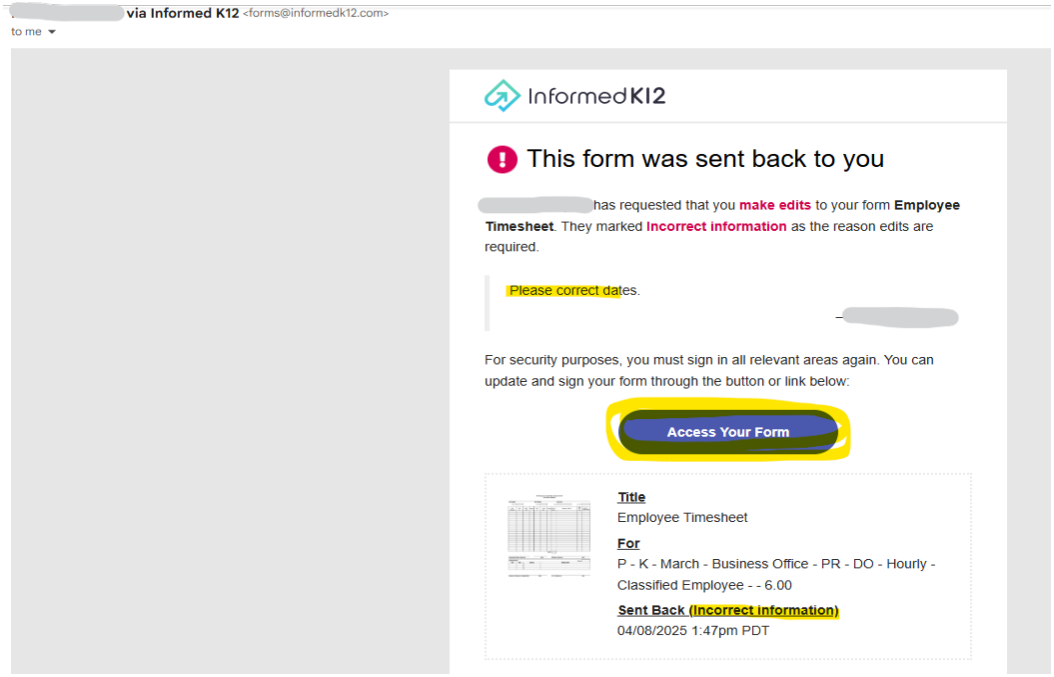
Your timecards status – Timecards Scenarios

Payment is issued when timecards have been gone through the approval process. You may receive a notification from InformedK12 if your timecards require correction.

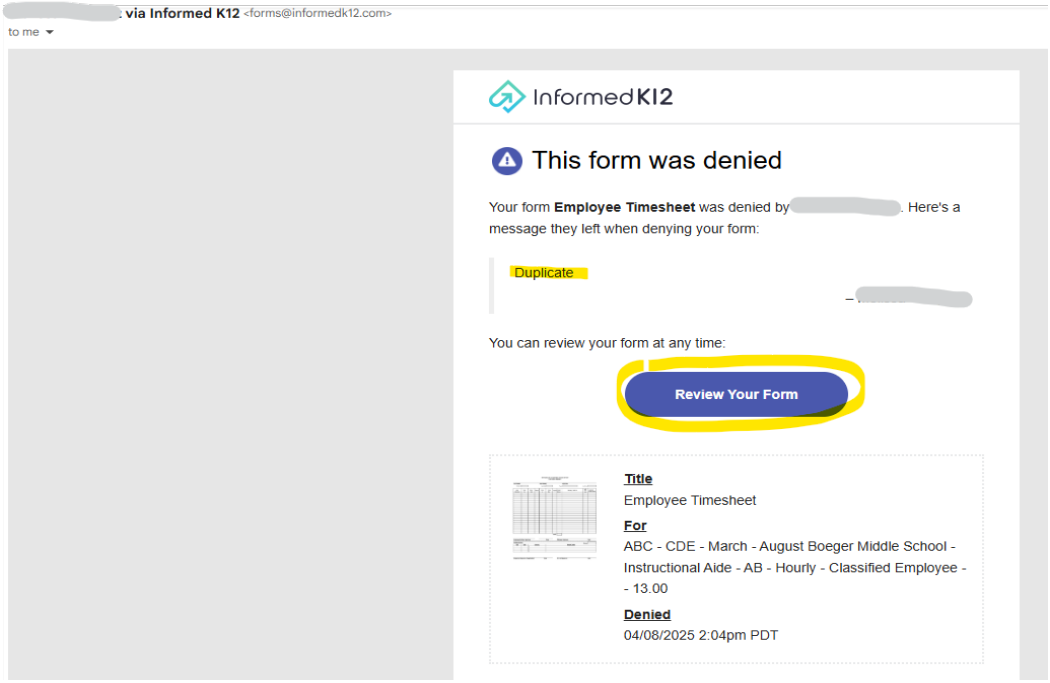
Forgot to submit your timecards: InformedK12 will send you an email like below. You can "Access Your Form" to submit it.



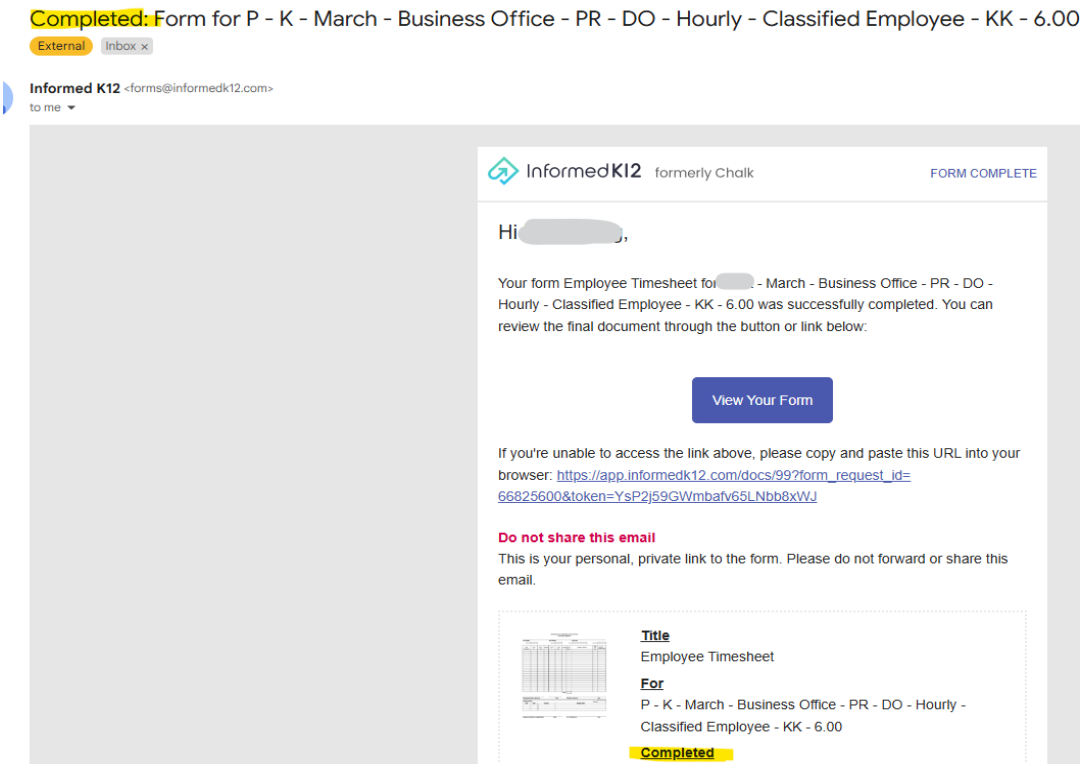
Timecards being returned to you: InformedK12 will send you an email like below, and quickly "Access Your Form" to make necessary correction and RESUBMIT.



Timecards being denied: InformedK12 will send you an email like below. You can access your form by "Review Your Form" and check the reason. You can also contact the denier or HR or PR for help.



Timecards being paid: InformedK12 will send you an email like below. The "complete" notice means you will receive payment with the confirmed pay date.



List of Approvers per site

Site/Department/Services	Secretary/Supervisor (Step 2)	Principal/Manager (Step 3)
August Boeger	Norma Meza	Raquel Topete
Ida Jew/ Valle Vista	Dominic George	Anthony Alvarado
Mount Pleasant/ Ida Jew ALAS	Laurie Ortega	Gilbert Rodriguez
Robert Sanders	Cheryl Garcia	Tammy Rankin-Conover
Sunrise Program	Isela Paiz/Vanessa Ruiz	Lisa Kattenhorn
MPAS - AB	Andres Munoz	Danny Patton
MPAS - IJAVVE	Rafael Pulido	Danny Patton
MPAS - MPIJA	Mikayla Laury	Danny Patton
MPAS - RS	Krissel Afalla	Danny Patton
Special Aide Program	Angie Fernandez	Laurie Breton
Instructional Services	Ana Maestre	Shehnaz Wadhwania
Maintenance/Custodial Work	Theresa Gill	Kevin Hutchings
Food Service	Micaela Garcia	Tracy Huynh
Preschool Program	School site secretary	Jessica Tejada
SELPA	Jimmy Tran	Shelly Ota
Human Resources Mandatory Training (Keenan) Mentor Program WVPP	Jesse Darling	Sandra Jewett

Contact for Help: HR – Jesse Darling at jdarling@mpesd.org, PR – Kim Phung at kphung@mpesd.org
These are general guidelines, if there are any special circumstances please discuss with HR and PR.

District Payroll Deadlines

5/29/2025

MOUNT PLEASANT ELEMENTARY SCHOOL DISTRICT

2025-2026 Payroll Schedule

		DUE DATES FOR TIMESHEETS		
		Payroll Cutoff Dates & Timesheet Due Dates From Employees to Administrator	From Management Extended Duty Approval & PERSONNEL Adjustment To PAYROLL	Pay Dates
MONTH/YEAR	PAY PERIOD	Due End of Work Day	Due by 3:00PM	10:00 AM to 3:00 PM*
2025	**To include summer school time 6/2025**			
JULY **	**6/13/25 - 7/10/25	Thu, Jul 10	Fri, Jul 11	Thu, Jul 31
AUGUST	7/11/25 - 8/8/25	Fri, Aug 08	Mon, Aug 11	Fri, Aug 29
SEPTEMBER	8/9/25 - 9/8/25	Tue, Sep 09	Wed, Sep 10	Tue, Sep 30
OCTOBER	9/9/25 - 10/9/25	Thu, Oct 09	Fri, Oct 10	Fri, Oct 31
NOVEMBER	10/10/25- 11/4/25	Tue, Nov 04	Wed, Nov 05	Tue, Nov 25
DECEMBER	11/5/25 - 12/3/25	Wed, Dec 03	Thu, Dec 04	Fri, Dec 19
2026				
JANUARY	12/4/25- 1/9/26	Fri, Jan 09	Mon, Jan 12	Fri, Jan 30
FEBRUARY	1/10/26 - 2/6/26	Fri, Feb 06	Mon, Feb 09	Fri, Feb 27
MARCH	2/7/26 - 3/9/26	Mon, Mar 09	Tue, Mar 10	Mon, Mar 30
APRIL	3/10/26 - 4/9/26	Thu, Apr 09	Fri, Apr 10	Thu, Apr 30
MAY	4/10/26 - 5/8/26	Fri, May 08	Mon, May 11	Fri, May 29
JUNE	5/9/26 - 6/11/26	Thu, Jun 11	Fri, Jun 12	Tue, Jun 30

* Please submit your extended duty hours within 60 days
* Please DO NOT report hours performed after the cutoff date.
* Sub/Hourly Paychecks will be available for pick-up at the DO from 10:00AM to 3:00PM

*November, December - PAY EARLY due to holidays.
*November 25, 2025 : check pick-up at District Office, please cash on 11/26/2025 as County Paid Date

This Schedule is Subject to Change

PLEASE KEEP THIS INFORMATION FOR REFERENCE

Please note that PR deadlines are updated every year to align with the SC County PR schedule. New deadlines will be sent to all sites in June before the new school year starts.