

MAINTENANCE ON-CALL COMPENSATION TIMESHEET

NAME: _____ **Current Position(s):** _____

(legal name only - no nicknames)

Location: Maintenance **Month/Year:** _____

Date	On Call	Detailed Explanation	Account Code
1	<input type="checkbox"/>		9733 64 3152 0000 3300 0000 1
2	<input type="checkbox"/>		
3	<input type="checkbox"/>		
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27	<input type="checkbox"/>		
28	<input type="checkbox"/>		
29	<input type="checkbox"/>		
30	<input type="checkbox"/>		
31	<input type="checkbox"/>		

By signing below, I certify under penalty of law that the hours reported are true and accurately reflect the time I worked. I further acknowledge that any missing or incomplete information may result in a delay in the processing of my pay.

Employee's Signature

Date

Supervisor Signature

Printed Name

Date

Dept./Program Signature

Printed Name

Date

TIMESHEET INSTRUCTIONS

Failure to comply with any of the requirements outlined below may result in a delay in the processing of the timesheet.

For Employees

Print legibly

Use your full legal name as it appears on your social security card. No nicknames or middle names.

All fields at the top must be filled out (Name, Position, Location, Month/Year)

Blue or black ink only. Do NOT use pencil, crayon, etc.

No white-out. For correction, use a single line, cross out the error, write in the correct information and initial next to the correction.

Only 1 month per timesheet. Do not add multiple months to a timesheet.

No date ranges. Must use the date the extra hours were worked.

Do not leave the explanation blank. Make sure there is a detailed description for the extra hours worked. Do not just put "Extra hours".

Turn your timesheet into your Admin Assistant no later than the last work day of the month

Sign and date after the last work date listed on timesheet.

*****Your timesheet is your responsibility. Do not expect or ask your admin assistant to complete it for you.*****

For Admin Assistants

Verify all fields are accurate and complete. If not, get them corrected and initialed by employee and supervisor before sending to payroll.

Add the full account code for the extra work.

Route to appropriate Administrator and/or Department for signature.

For Administrators/Principals

Verify all hours worked are correct and everything is filled out.

Sign and date after last work date listed on timesheet.