

Please read these instructions thoroughly.
It is important that you open this in EXCEL only and NOT in Google Sheets.

Excel Timesheet Instructions

- When you open the file, it will indicate that it is Read Only.
- Please click YES to open as Read Only.
- Next, please save it to your computer. To do this, select File > Save As > New Name (e.g. HH Timesheet). Save the file to a designated folder on your computer/device.
- You may then use it as a template each month to submit your work hours.
- Each month you can open this file, make changes as needed and "Save As" with the specific pay period (for example HH Timesheet 9.20.24).
- The hours on this timesheet calculate automatically **as long as the time is entered in the correct format**. Please note spaces are important - look at the example on the form.
- The time in the TO/FROM columns defaults to AM.
- For any hours in the PM range, the time defaults to PM if using the 24 hour clock (i.e. 15:00) - otherwise you will need to type PM in that column (i.e. 3:00 PM).
- When entering your time, please type in the time with a colon between the hour and minutes.
- You can enter time in the following ways:
 - Type 11:00 AM
 - Type 2:00 PM
 - Type 11:00 > this will default to 11:00 AM
 - Type 11 AM > this will default to 11:00 AM
 - Type 2 PM > this will default to 2:00 PM
 - Type 14:00 > this will default to 2:00 PM

For all timesheets (Excel or not) please remember to do the following:

- PREP Time must be highlighted in YELLOW on your timesheet.
- Please skip a line between WEEKS.
- Do not complete separate timesheets per student(s) for H&H.
- If you are a substitute in the district and/or teach at other school sites, fill out a separate timesheet for all other school sites. H&H timesheets have their own budget code and are separate from other school sites.
- If the student is in special education, use the SPECIAL EDUCATION timesheet.
- If the student is in general education, use the GENERAL EDUCATION timesheet.
- **A wet signature in blue ink on each employee timesheet is still required.**

Please print the timesheet and sign it by hand before submitting it, we cannot accept an emailed copy with a typed name in the signature line.