

Home & Hospital Certificated Timesheet Instructions

To make sure the Payroll Dept can process your timesheet and get you paid on time, please make sure to follow these criteria.

1. All timesheets for Home & Hospital teachers must be signed by Administrator Kristi Kaufenberg.
2. Payroll requires **original signed** timesheets. Please use a blue pen. Whiteout corrections are not accepted by payroll. Scanned copies via email or facsimile copies are not options.
3. Timesheets are due on the **20th of each month** and should be turned in no later than 3:00pm on the 21st. Timesheets received after that time are not guaranteed to make the delivery to the Payroll Dept for their deadline. If those dates fall on a weekend, please return it the Friday before.
 - a. Drop off in person at the Home & Hospital Office between 8:30am-3:30pm.
 - b. The Willow Creek Center has a basket near the entrance for timesheets and is open 7:30am-5:00pm.
 - c. Pony it from another site. It may take up to 4 school days to reach H&H.
 - d. Mail - please allow at least 4 days. Home & Hospital Office is located on in the Willow Creek Center at 1026 Mohr Lane, D-5, Concord, CA 94519.
4. Parent Signatures are no longer required in the Parent Signature column, write where the session took place (e.g. home, virtual, library, Starbucks, etc.).
5. Special Ed timesheets should be used for Special Ed Students. The expense code at the bottom of the sheet indicates if it is SpEd (SE) or General Ed (GE). Do not combine student types on the same timesheet.
6. Students of the same type (SpEd or General Ed) should be listed chronologically (by date and time). Additional pages for the same type may continue to the next page.
7. Page numbering is for all your timesheets combined, regardless of type.
8. Total the time on each page individually.
9. Skip a line between Friday and Monday to make it easier for us to identify the work weeks.
10. **Non-instruction time:** Indicate specifics: Prep, No Show, Training, IEP. **Please highlight these lines.**
11. No Shows: You will be paid 60 minutes for a no-show if the student is not present at the specified meeting time. Wait 15 minutes. Indicate start and end times and no show on the timesheet. After 3 incidents, please email homehosp@mdusd.org with the dates/reasons so we can contact the family.
12. Prep Time: 60 minutes "prep" time per 5 hours of instruction must be approved in advance by Kristi.
13. Always double-check that you do not have overlapping times.
14. Timesheets from different pay periods **may NOT be combined**. Please submit separate timesheets for each pay period (i.e. Ending August 20, Sept 20, etc.).

If you have any questions, you can email homehosp@mdusd.org