Timesheet Procedures

Timesheets should be scanned and emailed to the payroll department within **3 business days** of the pay period ending. All originals will be kept at the school location. A 3-ring binder was provided to maintain the originals for audit purposes. Once all timesheets have been completed and approved by the principal, the principal's designee will scan them to warren.payroll@warren.kyschools.us

The timesheets **MUST** be sent in alphabetical order. Failure to do so will result in a delay in processing the timesheets.

- ☐ Sub timesheets should be scanned, in alphabetical order, to the payroll email address **separate** from other classified employees.

- ☐ ESS **timesheets** should be scanned to Jeanie Hopkins. The originals are kept on file with your other timesheets from your building. She will sign off and forward to payroll. These are completed on the same schedule as classified timesheets.

- ☐ Timesheets that may require additional approval from a Central Office supervisor can be sent in interoffice mail to the specific person. (ex: Nurse and/or other District employees) These are still due to payroll within 3 business days!

- ☐ Bus Garage timesheets will be submitted **separately** to a different email address. Please scan to transportation@warren.kyschools.us
  Bus Garage will then sign off and scan them to payroll, **in alphabetical order by location**. Bus Garage will maintain all of their originals.

- ☐ All remaining timesheets that do not meet one of the above mentioned criteria should be scanned to the payroll email, in alphabetical order.

Please pay close attention to the following reminders. These are not new processes, however, these are common mistakes that are made that can delay processing.

- ➔ Make sure all time listed is rounded to the nearest ¼ hour.
- ➔ Make sure all timesheets are signed by the employee and supervisor.
- ➔ Make sure any additional time worked has a date of when the work was completed.
- ➔ Make sure no dates are left blank on the timesheet.
- ➔ Please mark Contract days with a **C** next to your hours worked.
- ➔ Please make sure you are completing the correct timesheets! Substitute timesheets should only be used by actual substitutes. If you have a new employee and they have not gotten their timesheet yet there is a new hire timesheet they should be completing. If you have questions in regards to what timesheet you should be using please contact payroll! We are getting lots of hours reported on incorrect timesheets.
- ➔ Payroll cannot accept timeframes. Please make sure that the actual hours worked are being reported.