

Classified Timesheet

Last Name		First Name		Loc. Code	
Position		Month		Year	

Date	Contract Hours	Deduct Regular	Leave Hrs	Extra Hrs	Description of Deduct Regular, Leave, Extra Hours.	Account Code
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total Hrs						

See your Collective Bargaining Agreement or Employee Handbook for types of leave available.

Employee: I certify that all hours are true and accurate.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Department Signature (if applicable) _____

Date _____

Instructions - Green Class

Employee

1. Blue or Black ink only.
2. No white out allowed—corrections should be clearly crossed out and initialed.
3. Fill out all employee sections of form (legal name required). Be sure the “Contract Hrs” column lists your regularly scheduled hours, whether you worked them that day or not.
4. Enter hours in quarter hour increments only (see table).
5. Time off must be entered in Skyward and match with time off entered on timesheet.
6. Always enter all leave, even unpaid leave.
7. Sign & date after last date recorded on timesheet.
8. Submit to appropriate person for approval.
9. Do not submit a timesheet for hours previously paid.
10. Scan and keep a copy for your records.

Location Codes			
ELC	5779	CKMS	4397
CVES	5015	SMS	2124
FCES	2222	TFMS	5135
NBES	2287	MSHS	2850
OES	4308	TRS	1502
SES	2288	MBS	5296
TRES	5457	DO	1079

Minutes/Hours Reference	
15 Minutes	0.25
30 Minutes	0.50
45 Minutes	0.75

Office Manager/Meeting Facilitator/Budget Authority

1. Ensure form is filled out completely and correctly.
2. Ensure associated leave is approved.
3. Confirm correct budget number.

Supervisor

1. Sign & date after last date recorded on timesheet.
2. Approve all associated leave.

Account Code Routing	
PP SS – AA – O BBB – LLL – RRRR – NNTT – SF	
0300	Teaching & Learning / Instructional Services
0400	Student Services
0500	Human Resources
1500	Technology
0100	Superintendent/Communications
0700	Transportation

Example Deduct Regular for certificated subbing: You normally work 5.5 hours/day, and you did not work 1.5 hours of your assignment because you worked 3 hours for Jane Doe (cert staff). Also fill out cert sub timesheet for the subbing.

Month	Date	Reg Hrs	Deduct Regular	Leave Hrs	Extra Hrs	Description of Deduct Regular, Leave Hours, Extra Hours.	Account Code
5	1	5.5	1.5			Did not work 1.5 of my hours b/c I subbed 3 hours for Jane Doe	

Example Leave Hours: You normally work 5.5 hours/day, and you did not work 4 hours because you went home sick. See your Collective Bargaining Agreement or Employee Handbook for types of leave available.

Month	Date	Reg Hrs	Deduct Regular	Leave Hrs	Extra Hrs	Description of Deduct Regular, Leave Hours, Extra Hours.	Account Code
5	1	5.5		4		4 hours sick leave	

Example Extra Hours: You normally work 5.5 hours/day. You worked your regular hours and additional time subbing and attending a meeting.

Month	Date	Reg Hrs	Deduct Regular	Leave Hrs	Extra Hrs	Description of Deduct Regular, Leave Hours, Extra Hours.	Account Code
5	1	5.5			2.5	1.5 hours subbing for Jane Doe, 1 hour staff meeting.	

Example Deduct Regular & Extra Hours: You normally work 5.5 hours/day, and you did not work any of your hours because you subbed for Jane Doe in their 7 hour position, and you worked 1 extra hour on a pre-approved project.

Month	Date	Reg Hrs	Deduct Regular	Leave Hrs	Extra Hrs	Description of Deduct Regular, Leave Hours, Extra Hours.	Account Code
5	1	5.5	5.5		8	Subbed 7 hours for Jane Doe and 1 extra hour on inventory project	

Payday is the last business day of the month.