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Certificated Timesheet

Last Name(Legal)	First Name(Legal)	Location Code	
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Completed by Employee			
Date MM/DD/YYYY	Description of Work	Hours	Account Code
Total Hours			

Employee: I affirm I worked these hours outside of my regular work hours.

		Supervisor Signature	Date
Employee Signature	Date	Department Signature (if applicable)	Date

INSTRUCTIONS - Pink Certificated

Employee

1. Blue or Black ink only.
2. No white out allowed - corrections should be clearly crossed out and initialed by all parties.
3. Fill out all employee sections of form (legal name required).
4. Enter hours in quarter hour increments only (see table).
5. Sign & date after last date recorded on timesheet.
6. Submit to appropriate person for approval.
7. Do not submit a timesheet for hours previously paid.
8. 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

Office Manager/Meeting Facilitator/Budget Authority

1. Ensure form is filled out completely and correctly.
2. Confirm associated leave (if applicable) has been approved.
3. Confirm correct budget number.
4. Route to correct department (see table).

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

Supervisor

1. Confirm service rendered is approved and payable.
2. Sign & date after last date recorded on timesheet.

Rounding Hours

- Round to the nearest 0.25 hour (15 minutes)
- Exception: PSE employees always round up

Example:

- 3 hours, 48 minutes → Rounded to 3.75 hours
- PSE employee → Rounded up to 4.0 hours

Payday is the last business day of the month

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