

Initiator Classified Timecard User Guide (Informed K12)

Step 1: Initiator

Employees are responsible for initiating and completing their timecard **after the work has been performed**.

- ⚠ IMPORTANT:** Please review all information carefully before submitting your timecard. All information must be accurate and complete. Timecards may be returned for corrections if errors are identified. Timecards not submitted to Payroll by the established deadline may result in a delay in processing and payment.

1. Initiate a Timecard

Use the link to access the appropriate Informed K12 Timecard form:

Enter the following information:

- **Full legal name**
- **Valid email address-** You may use your District or personal email address.
- Select **Go to form**

Timecard V2.0 – Classified [SAUSD]

YOUR FULL NAME / SU NOMBRE COMPLETO

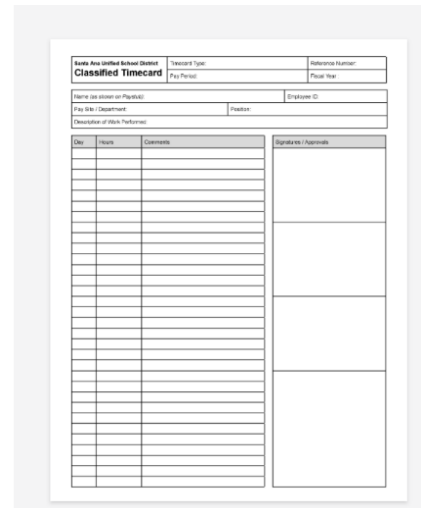
John Doe

YOUR EMAIL / SU CORREO ELECTRÓNICO

john.doe@saUSD.us

Enter to receive confirmation of submission.

Go to form / Ir al formulario



2. Complete the Top Section

Complete all required fields. **Fields highlighted in red are required.**

Santa Ana Unified School District Classified Timecard	Timecard Type: Select...	Reference Number:
	Pay Period: Select...	Fiscal Year: Select...
Name (as shown on Paystub): First Last MI		
Employee ID: Select... XXXXX		
Pay Site / Department: Select...		Position:
Description of Work Performed: 		

Timecard Type:	Select the type of timecard that applies to the work performed: • Extra Duty/Overtime • Workability/Student Workers • Activity Monitors • IAP & Tutors • Certificated (PERS) -Certificated employees who are paid on the 10th of the month
Reference Number:	Enter the Reference Number (REF) provided for the work. If you do not have the REF, contact your immediate supervisor or the person who assigned the work.

Pay Period:	Select the pay period for which the work was performed. Important: All hours entered must fall within the selected pay period. Example: The pay period February 15-March 14 includes: - February 15-28 - March 1-14
Fiscal Year:	Select the fiscal year in which the work was performed.
Employee Information:	Complete the employee information as follows: Name: Enter your name exactly as it appears on your paystub. Employee ID: Select 84000 and enter your five-digit employee ID. Pay Site/Department: Enter the pay site or department responsible for paying for the work performed. Note: School sites are listed first in alphabetical order, followed by Departments. Position: Enter your current position. Description of Work Performed: Provide a brief description of the work performed. Include site name where work was performed if different from your assigned site.

3. Enter Hours Worked:

Enter the hours worked on the specific date(s) the work was performed.

- Enter the hours worked for each applicable date.
- Add comments when additional information is needed.
- Do not include lunch periods in the hours entered.
 - Example: If you worked 4 additional hours and had a 30-minute lunch break, enter 3.5 hours.
- The **Total** field at the bottom of the form will automatically calculate the total number of hours entered.
- A **Minutes to Decimal Conversion Table** is available at the top-right corner of the form for reference.

Day	Hours	Comments
15	number	
16	number	
17	2.5	Covered for Jane Doe
18	number	
19	.5	Late pick-up

Minutes to Decimal Conversion Table

Minute	Decimal	Minute	Decimal	Minute	Decimal	Minute	Decimal
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.50	45	0.75	60	1.00

Saving Your Progress

You can save your progress on a timecard and return to it later without losing any information.

- The **Save Progress** button is located on the top-right corner.
- Click **Save Progress**, and you will receive an email containing a unique link to access and continue working on that specific timecard.
- If you save your progress, do not initiate a new form. Instead, use the link provided in the email to return to and complete the existing timecard.
- Initiating a new form may result in duplicate timecards and could delay processing.



4. Sign and Submit the Timecard

- Select **Click to sign here** to electronically sign the timecard.

A screenshot of a timecard form. On the left, there is a "Comments" section with several yellow rectangular input fields. On the right, there is a "Signatures / Approvals" section. It includes an "Employee Signature:" label, a pink button labeled "Click to sign here", and a red italicized disclosure statement: "Disclosure: Incomplete or incorrect timecards will be returned for corrections, which may result in processing delays and payment being issued in the following pay period." Below the signature section is a "Manager Review:" label. At the bottom center, there is a large red button labeled "Continue".

- Click **Continue** at the bottom of the form.
- Select the appropriate next step.

Select the next step:

Four light blue buttons with rounded corners, stacked vertically. The buttons are labeled: "School Site/Department", "Expanded Learning Programs (ELP)", "Nutrition Services", and "Civic Center/Special Event".

Select the Reviewer

The Reviewer options will automatically populate based on the **Pay Site and Department** selected on the timecard.

⚠ EXCEPTION: Reviewer options will not automatically populate when Expanded Learning (ELP), Nutrition Services or Civic Center/Special Event is selected.

- If the correct name is listed, select the appropriate Reviewer.
- If the correct name is not listed, or you were instructed to select someone else, click **Choose a Different Approver** to search the full District list.
- Select the appropriate Reviewer.
- Click **Send to Recipient**.

Please select next recipient for **Reviewer**

[Back to question](#)

NAME/EMAIL

[Customize message](#)

Select recipient...

 Approver has been selected based on **Site**

[Choose a different approver](#)



Send to recipient

5. After Submission

Once the timecard has been submitted:

- The Reviewer will receive notification that your timecard has been submitted.
- You will receive an email containing a **tracking link**.
- Use the tracking link to monitor your timecard throughout the approval process.
- If your timecard is returned for corrections, use the email link to access the form and make the required corrections as soon as possible to prevent payment delay.
- Refer to the **Timecard Overview Process Guide (Informed K12)** on the Payroll website for information on the approval process after submitting your timecard.