Timesheets are electronic based and are to be completed on the computer. You can download the attached one to your own computer for convenience. It can also be found on the district website under For Staff – Timesheets.

Once you have completed it, please print, sign and turn it in to Dan or Sandy.

Type your name on August’s tab. It will then carry over to all the other tabs automatically.

The bottom tabs correlate to the different months. Use the correct tab for the correct month or the dates won’t match.

The weekends and school breaks are grayed out as they are not work days. The holidays are pink colored since you get paid for them, but it’s not a work day. Enter your contracted daily hours in the HOLIDAY column in the bottom section. Snow days are blue colored and are currently not work days (don’t put any hours in any column). If we end up taking a day off during winter due to snow, we will then work those days.

Your daily hours are to be recorded in the REGULAR ROUTE column up to your contracted time. Any hours over your contracted daily time needs to be recorded in the EXTRA TIME or TRIPS column (depending on what they’re for). If you work less than your contracted daily total, only record your actual worked hours in the REGULAR ROUTE column.

Example 1: You’re contracted to work 4.25 hours a day and you work the full day. Enter 4.25 in the REGULAR ROUTE column.

Example 2: You’re contracted to work 4.25 hours a day but work an hour extra (5.25 total). Enter 4.25 in the REGULAR ROUTE column and 1 in the EXTRA TIME column.

Example 3: You’re contracted to work 4.25 hours a day but only work 2.25 total. Enter 2.25 in the REGULAR ROUTE column and 2 in the correct Time Off column in the bottom section (whatever the reason is for being off during that time).

Example 4: You’re contracted to work 4.25 hours a day but only drive your morning route because of a trip in the afternoon (6 hours). Enter 2.25 (or whatever the morning route hours are) in the REGULAR ROUTE column and 6 (or whatever the hours are for the trip) in the TRIPS column.

If you work in a different position than your own, document that time in the DIFFERENT POSITION column. Make a note in the comments section as to where you worked. This will ensure payment is expensed to the correct account.

Hours and minutes need to be listed as decimals. Example: 6 hours and 30 minutes = 6.5 NOT 6.3

Timesheets are due to Dan and/or Sandy by the last working day of the month.