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, print, sign and turn it in to the building secretary.

Type your name, building location, and job title 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 column up to your contracted time. Any hours over your contracted daily time needs to be recorded in the EXTRA column. If you work less than your contracted daily total, only record your actual worked hours in the REGULAR column.

Example 1: You’re contracted to work 6 hours a day and you work the full day. Enter 6 in the REGULAR column.

Example 2: You’re contracted to work 6 hours a day but work an hour extra (7 total). Enter 6 in the REGULAR column and 1 in the EXTRA column.

Example 3: You’re contracted to work 6 hours a day but only work 4 total. Enter 4 in the REGULAR column and 2 in the correct Time Off column in the bottom section (whatever the reason is for being off during that time).

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

Building secretaries are a great resource for help on completing the timesheets. However, they should not be doing it for you.

Timesheets are due to your building secretary by the last working day of the month.