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.

If you work at multiple schools, you must complete one timesheet per building. Do not enter CES time on a SES timesheet and vice versa. The secretary will hand it back to you to correct if there are hours on it not belonging to her building.

Make note of who you sub for with the date in the comments box. If you’re unsure of the employee’s name, please check with the building secretary.

Separate your hours into the appropriate boxes based on the position you sub in. This will ensure payment is expensed to the correct account, and you receive the correct rate of pay. If you’re unsure of the position name, please check with the building secretary.

Your hours MUST match Aesop’s monthly report. If you accepted a job in Aesop but then ended up not working it, contact the building secretary so she can remove your name from Aesop (you won’t be able to delete yourself). If you accepted a job via a text or phone call from the employee, sign into Aesop and accept the job there as well.

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

Do not change any of the position names. If you subbed in a position not listed, enter it in one of the blank spaces.

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

Timesheets are due by the last working day of the month. Any later and it might not get paid on time.

Questions? Send Wendy an email and she can walk you through it.