

Certificated Payroll: Diana Romero Classified Payroll: Ana Gonzalez

## Timesheet 2022-2023 Due Dates



Due Dates for Supplemental Time have changed!

PAY DATE FOR SUPPLEMENTAL TIME AND SUBSTITUTE WORK HAS CHANGED TO THE 15TH OF EVERY MONTH

DATES TO INCLUDE ON A TIME CARD ARE FROM THE 1ST OF THE MONTH TO THE END OF THE SAME MONTH.

DUE DATE TO SUBMIT TIME CARDS HAS CHANGED TO THE 1ST OF THE FOLLOWING MONTH

ONLY ONE MONTH RECORDED PER TIMECARD



#### 2022-2023 Time Card Due Dates

| Work Dates to be included on<br>Time Card                   | Time Card<br>Due Date           | Pay<br>Date                       |
|---|---------------------------------|-----------------------------------|
| June 1 <sup>st</sup> – June 30 <sup>th</sup> , 2022         | July 1 <sup>st</sup> , 2022     | July 15 <sup>th</sup> , 2022      |
| July 1 <sup>st</sup> – July 29 <sup>th</sup> , 2022         | August 1st, 2022                | August 15 <sup>th</sup> , 2022    |
| August 1 <sup>st</sup> — August 31 <sup>st</sup> , 2022     | September 1st, 2022             | September 15 <sup>th</sup> , 2022 |
| September 1st_ September 30th, 2022                         | October 3 <sup>rd</sup> , 2022  | October 14 <sup>th</sup> , 2022   |
| October 3 <sup>rd</sup> – October 31 <sup>st</sup> , 2022   | November 1 <sup>st</sup> , 2022 | November 15 <sup>th</sup> , 2022  |
| November 1 <sup>st</sup> – November 30 <sup>th</sup> , 2022 | December 1st, 2022              | December 15 <sup>th</sup> , 2022  |
| December 1 <sup>st</sup> – December 29 <sup>th</sup> , 2022 | January 3 <sup>rd</sup> , 2023  | January 17 <sup>th</sup> , 2023   |
| January 3 <sup>rd</sup> – January 31 <sup>st</sup> , 2023   | February 1 <sup>st</sup> , 2023 | February 15 <sup>th</sup> , 2023  |
| February 1 <sup>st</sup> – February 28 <sup>th</sup> , 2023 | March 1 <sup>st</sup> , 2023    | March 15 <sup>th</sup> , 2023     |
| March 1 <sup>st</sup> – March 31 <sup>st</sup> , 2023       | April 3 <sup>rd</sup> , 2023    | April 14 <sup>th</sup> , 2023     |
| April 3 <sup>rd</sup> – April 30 <sup>th</sup> , 2023       | May 1 <sup>st</sup> , 2023      | May 15 <sup>th</sup> , 2023       |
| May 1 <sup>st</sup> – May 31 <sup>st</sup> , 2023           | June 1 <sup>st</sup> , 2023     | June 15 <sup>th</sup> , 2023      |

## **New Timesheet Format**

## The importance of processing timesheets on time:

- > Avoid penalties
- Ensures employees are paid on time.
- > Minimizes the risk of errors.
- Minimizes the risk of duplicating timesheets.
- Gives payroll time to efficiently process employee timesheets.

|           |       |                          |   |     |                        |    |  |                     |      |        |                        | itted by th | h/Year:<br>e 1 <sup>st</sup> of the t<br>weekends a | ollowing    | mon      |
|-----------|-------|--------------------------|---|-----|------------------------|----|--|---------------------|------|--------|------------------------|-------------|---|-------------|----------|
| Name: _   |       | Last Four of SSN: XXX-XX |   |     |                        |    |  |                     |      | -      | For Office<br>Use Only | Teac        | For Sub<br>Teachers                                 |             |          |
| Teacher   | Sub 🗆 | C                        | Classified Sub ☐ Coach ☐ Regular Employee ☐ |     |                        |    |  |                     |      |        |                        |             |   | only        |          |
| Date      | Sit   | te                       |   |     | erson Sub<br>ees -Reas |    |  |                     | Ti   | me In  | Tin                    | ne Out      | Total<br>Hours                                      | Half<br>Day | Fu<br>Da |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        | #           |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        |             |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        |             |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        |             |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        |             |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        |             |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        |             |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        |             |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        |             |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        |                        | Total:      |   |             |          |
|           |       |                          |   |     |                        |    | Department Approval:  I certify hours have been verified and approved for payment: |                     |      |        |                        |             |   |             |          |
| Signature |       |                          |   |     | )ate: /                |    |  | Signatur<br>SE ONLY | e: _ |        | _                      |             | Date:   | _/_         | /        |
| FD        | RE    | PY                       | GO  | FN  | ОВ                     | SI | T  |                     | · P  | Units  | _                      | Rate        | 1 ,   | mount       |          |
| -         | nt.   | -                        | 90  | FIN | 08                     | 31 |  | . MI                |      | Jillis | X                      | nave        |   | ount        |          |
|           |       |                          |   |     |                        |    |  |                     |      |        | X                      |             |   |             |          |
|           |       |                          |   |     |                        |    |  |                     |      |        | X                      | Total       | : \$  |             |          |

#### BURTON SCHOOL DISTRICT SUPPLEMENTAL TIMESHEET FORM

#### INSTRUCTIONS FOR COMPLETING MONTHLY TIMESHEET

- 1. Accurately record your time on a daily basis with black or blue ink.
- Include all days worked from the 1<sup>st</sup> of the month to the 30<sup>th</sup>/31<sup>st</sup> of the month.
- 3. Submit your completed timesheet by the 1st of the following month to the Burton District Office.
- 4. Timesheets not submitted by the deadline will delay compensation.
- 5. All work time reported on the timesheet is subject to review and verification.
- 6. See example at the bottom of the page for information on completing the timesheet.

#### FOR CLASSIFIED / CERTIFICATED SUBSTITUTES:

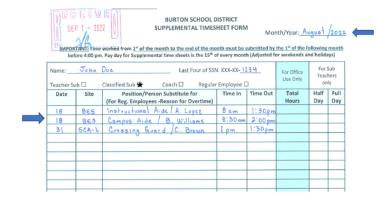
You will use this form to record all the days and time in/time out worked covering for Regular Employees. The information provided gets verified against the records on the AESOP system. Any discrepancies will have to be resolved before processing payment. It is your responsibility to make sure the hours/days reported on the supplemental timesheet are accurate and the time worked corresponds to the records on the system.

#### FOR REGULAR PART TIME/FULL TIME EMPLOYEES

You will typically use this form to record overtime worked and additional hours that are added to your schedule for separate assignments that are not included with your normal pay. Overtime worked over 8 hours in 1 day or 40 hours in a week or any work on the 6th or 7th day. A reason for overtime must be included as well as the signature of approval from your supervisor. An account line must be provided to process payment.

#### TIME CARDS WITH INCORRECT OR MISSING INFORMATION WILL BE RETURNED TO THE SENDER AND

#### WON'T BE PROCESSED UNTIL RECEIVED WITH THE NECESSARY CORRECTIONS



Revised 7/1/22

Note: Please do not use the old Timesheet template. Payroll will no longer be accepting them. They will be returned for re-submission

# PAYROLL PAYMENTS PROCESSED BY SIGN-IN/OUT SHEETS

Notify payroll department ahead of time when you are planning to pay employees via Sign in sheets.

Provide payroll a Separate sign in sheet for Certificated and Classified Staff when attending the same training.

Sign in sheets **must include** the following information for payroll processing:

- → Title of the Training
- → Schedule Description (Start/End Time and designated Lunch Time duration)
- → First and Last Name of each employee attending training.
- → Signature of Employee
- → Time in / Time out
- → Signature of Admin authorizing payment
- → Account Line

Classified staff gets paid differently from Certificated. Unless otherwise noted, classified employees will get paid at the regular hourly rate they normally get paid.

## Using Payroll Timesheets for Comp Time

- If an Employee has been approved to work overtime but will be earning Comp Time in lieu of an actual payment then, a time sheet must be submitted to Human Resources directly.
- The New Timesheet Format must be used to record Comp Time and needs to be submitted to HR as soon as earned.
- Must Include date, site, reason for overtime, Time in/out and make sure you write down "For Comp Time only" and signatures.
- No account line is required for Comp Time.
- Comp Time must be utilized within the school year in which it is earned. Comp time cannot roll over to the next school year. If comp time is not taken within the school year in which it was earned it can be paid out.

#### BURTON SCHOOL DISTRICT SUPPLEMENTAL TIMESHEET FORM

Month/Year: August 2022

<u>IMPORTANT:</u> Time worked from 1<sup>st</sup> of the month to the end of the month must be submitted by the 1<sup>st</sup> of the following more before 4:00 pm. Pay day for Supplemental time sheets is the 15<sup>th</sup> of every month (Adjusted for weekends and holidays)

| Name: Anothny Stark Last Four of S |         |                        |                     |          |       |           | SSN: XX  | X-XX- <u>1</u> | 234      | -      | For Office<br>Use Only | For Sub<br>Teachers |             |
|------------------------------------|---------|------------------------|---------------------|----------|-------|-----------|----------|----------------|----------|--------|------------------------|---------------------|-------------|
| Teacher S                          | Sub 🗆   | Classified             | Sub 🗆               | Coa      | ach 🗆 | Reg       | ular Em  | ployee [       |          |        | 030 01,                | or                  | ily         |
| Date                               | Site    |                        | osition/Pog. Employ |          |       |           | -        | ime In         | Tin      | ne Out | Total<br>Hours         | Half<br>Day         | Full<br>Day |
| 3-9-22                             | BES     | Translat               | ion for A           | fternoon | Paren | t Meetir  | ng 5:0   | 0 pm           | 6:0      | 0 pm   |                        |                     |             |
|                                    |         |                        | Comp                | Time     |       |           |          |                |          |        |                        |                     |             |
|                                    |         |                        |                     |          |       |           |          |                |          |        |                        |                     |             |
|                                    |         | +                      |                     |          |       |           | +        |                | $\vdash$ |        |                        | -                   |             |
|                                    |         |                        |                     |          |       |           |          |                |          |        |                        |                     |             |
|                                    |         |                        |                     |          |       |           |          |                |          |        |                        |                     |             |
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|                                    |         | +                      |                     |          |       |           |          |                |          |        |                        |                     |             |
|                                    |         |                        |                     |          |       |           |          |                |          |        |                        |                     |             |
|                                    |         |                        |                     |          |       |           |          |                | _        |        |                        |                     |             |
|                                    |         |                        |                     |          |       |           | +        |                | $\vdash$ |        |                        |                     |             |
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|                                    |         |                        |                     |          |       |           | +        |                | $\vdash$ |        |                        |                     |             |
|                                    |         |                        |                     |          |       |           |          |                |          |        |                        |                     |             |
|                                    |         |                        |                     |          |       |           |          |                |          | Total: |                        |                     |             |
| Employee                           | :       |                        |                     |          |       | Dep       | partment | Approva        | al:      |        |                        |                     |             |
| l certify th                       | Anthony | n accurate st<br>Stark | atement o           |          |       |           |          |                |          |        | d approved<br>re Date: |                     |             |
| Signature                          |         |                        |                     |          |       |           |          |                |          |        | Date:                  | <u>00/10</u>        | 122         |
|                                    | 1-      |                        |                     |          |       | CE USE ON |          |                |          |        |                        |                     |             |
| FD                                 | RE F    | Y GO                   | FN                  | OB       | SI    | TY        | MGR      | Units          | X        | Rate   | <u> </u>               | Amount              |             |
|                                    |         |                        |                     |          |       |           |          |                | X        |        |                        |                     |             |
|                                    |         |                        |                     |          |       |           |          |                | X        |        |                        |                     |             |
|                                    |         |                        |                     |          |       |           |          | 1              | X        |        |                        |                     |             |

## **MONTHLY STIPENDS**

 Position Controls for Monthly Stipends are due August 10<sup>th</sup>, 2022 if they are to be included with August Payroll.

- Examples of Monthly Stipends:
  - ➤ Itinerant Stipends
  - ➤ Department Chair Stipends
  - ➤ Club Advisors Stipends
  - ➤ Athletic Director Stipend
  - ➤ Band Director Stipend



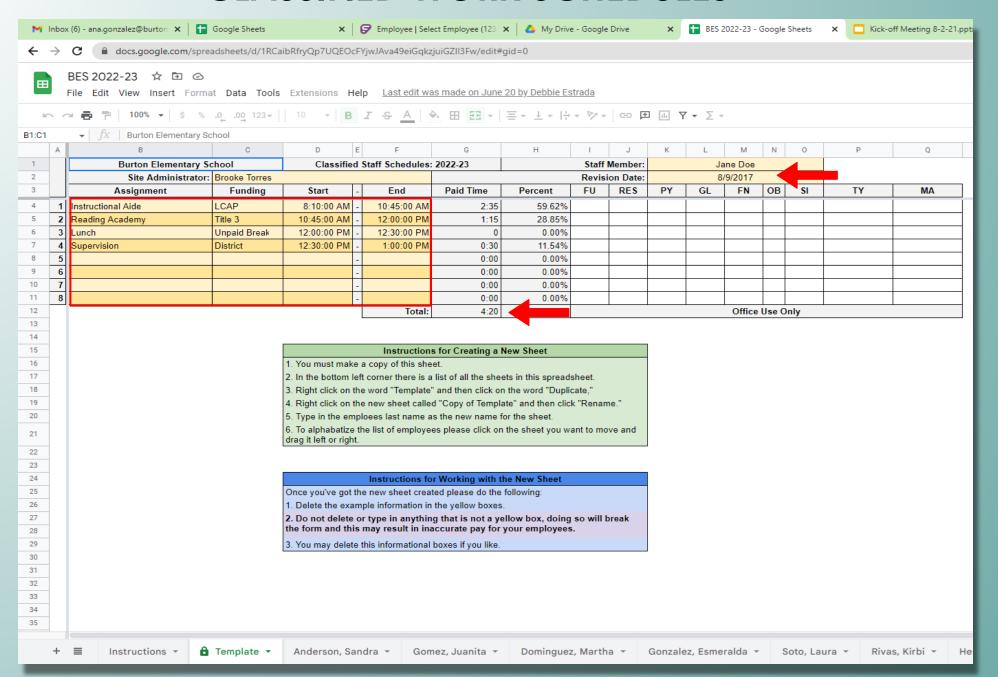
NOTE: Position Controls for Stipends turned in after August 10<sup>th</sup> will be processed with Septembers Payroll.

## **CLASSIFIED WORK SCHEDULES**

- Classified Work Schedules are shared with Site administrators through Google Sheets.
- Schedules are used to reconcile payroll
- Update Schedules as needed for New Employees and/or changes.
- Alphabetized by Last Name
- Vacant Positions
- Check account lines
- Break periods, paid or unpaid
- Lunch Breaks

Note: Classified Schedules have been rolled over to the new school year. They are now ready to be updated by either Principals or Vice Principals.

## **CLASSIFIED WORK SCHEDULES**



## **2022-2023 SITE CHECKLIST:**

- ☐ Schedules are updated at the beginning of the School Year and throughout the year as needed.
- All Position control forms are turned in to the District Office. (Auxiliary Positions, additional Jobs, Coaching, Vacant positions)
- ☐ All Employees should be signed in and out
- Complete and Correct Timesheets are turned in on time at the District Office.