

## CLASSIFIED USE OF TIME SHEETS

- **Name** – please print your first and last name
- **Employee Number** – you will not know your employee number until you are issued your first 4J pay check. Until you learn that number, it is good to use the last four digits of your social security number. This will give our payroll staff another reference to assure that they are paying the proper person.
- **Building** – please list your building
- **Pay Period** – our pay periods run from the 16<sup>th</sup> of one month to the 15<sup>th</sup> of the following month. We are paid on the last working day of that second month. If the last day of the month falls on a Saturday or Sunday, you will be paid the Friday before pay day. Enter the month and year that covers the last half of the pay period. If the pay period is Jan 16<sup>th</sup> – Feb 15 2015, enter Feb 15.
- **Position** – your position is your classification
- **Employee Group** – check the box for classified
- **Record of Hours** – you will enter the number of hours worked in the box next to the corresponding date on the form
- **Accounting information** – this will be filled out by the building secretary or administrator as needed
- **Approval** – A building secretary, administrator or the teacher you work for would be an appropriate person to sign the time sheet

At the end of the pay period (the 15<sup>th</sup> of the month or earlier) you need to sign the time sheet, get approval and turn it in. The original time sheet needs to go to the Payroll Department in the Ed Center. Each building and department in 4J has access to a courier service that takes information to the Ed Center. You can ask any building or department secretary to send your time sheet in for you. You may also mail or carry the time sheet to the Ed Center at 200 N Monroe. You will be paid according to the time recorded on your time sheet so it is important that you get the information to Payroll in a timely manner.

Pay day is the last working day of the month. You may choose to have your pay deposited directly into your bank account or have a check mailed to you. For direct deposit, you will need to complete the proper form which is located in the Finance department. You will need to provide your bank account and routing number.

Time sheets are available at each building or on the 4J web site.