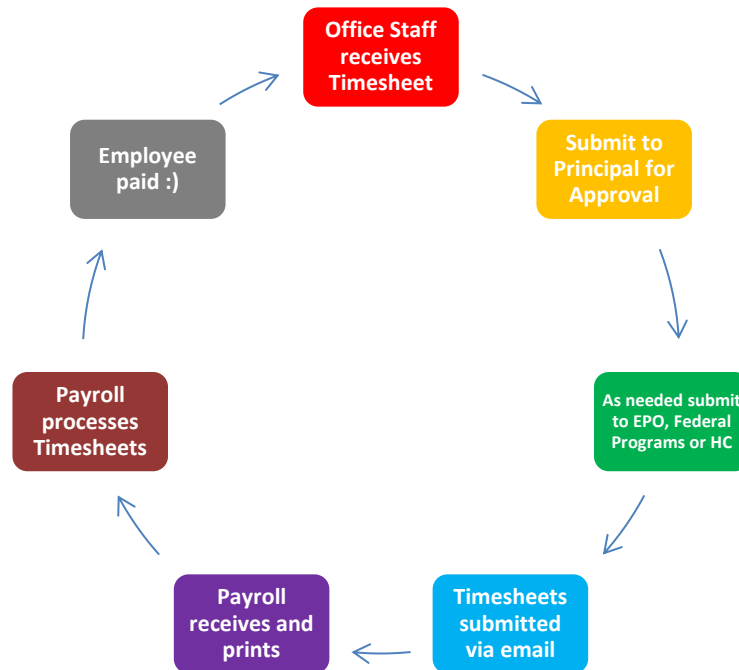


TIMESHEET PROCEDURES



*****Note: There are 5 different Timesheets
that will apply to different duties*****

- Substitute Teacher
- Lunch Duty or Prep
- After School Tutoring
- Special Grant Activities
- Game or Concession

(Via email, please contact the Payroll department for current TIMESHEET TEMPLATES)

Timesheet Requirements

- Employee's Legal Name (No nicknames or partial names)
- Current valid Account Codes (one code per timesheet)
- Principals signature
- Timesheets associated with EPO, Federal Programs or Heritage Center must be approved by appropriate program

EXAMPLE: Special Grant Activities Form

(Please note there are four (4) additional Timesheet Templates)

Note: only initiated through Program Manager

CENTRAL CONSOLIDATED SCHOOLS
SPECIAL GRANT ACTIVITIES FORM

NAME: _____ SCHOOL: _____

| Week 1 | | | Week 2 | | |
|--------------|------|----------|--------------|------|-----------|
| Day | Date | Hours | Day | Date | Hours |
| Sat/Sun | | | Sat/Sun | | |
| Monday | 8/4 | 0 | Monday | 8/11 | 4 |
| Tuesday | 8/5 | 0 | Tuesday | 8/12 | 2 |
| Wednesday | 8/6 | 0 | Wednesday | 8/13 | 0 |
| Thursday | 8/7 | 0 | Thursday | 8/14 | 2 |
| Friday | 8/8 | 0 | Friday | 8/15 | 4 |
| TOTAL | | 0 | TOTAL | | 12 |

I CERTIFY THAT I WORKED THE ABOVE HOURS

Signature: _____

DESCRIPTION OF WORK PERFORMED: _____

FUNDING: (note: this portion is completed by School Principal or Program Manager):

| | |
|---|--------------------------|
| EXCEPTIONAL PROGRAMS: | <input type="checkbox"/> |
| _____ ,51300, _____ | |
| FEDERAL PROGRAMS: | <input type="checkbox"/> |
| 24101.1000.551300.1010.825.1621.000.050 | |
| HERITAGE CENTER: | <input type="checkbox"/> |
| _____ ,51300, _____ | |

TIMESHEETS ARE DUE IN THE PAYROLL OFFICE ON THE 15TH FOR THE 25TH PAYROLL OR 30TH FOR THE 10TH IF CUTOFF ENDS ON WEEKEND, DUE FRIDAY BEFORE

I CERTIFY THAT THIS REPORT IS ACCURATE:

PRINCIPAL/PROGRAM MNR SIGNATURE

DATE

Once a timesheet has all appropriate information, it is submitted via email to

payroll@centralschools.org

Timesheet Due Date (EXAMPLE)

| TIME PERIOD | DUE | PAYDATE |
|---|-------------------------------|--------------------------------|
| Sept. 1 st – Sept. 15 th | 5 p.m. Sept. 15 th | Sept. 25 th Payroll |
| Sept. 16 th – Sept. 30 th | 5 p.m. Sept. 30 th | Oct. 10 th Payroll |