






PAYROLL RESPONSIBILITIES OF










DEPARTMENT & SCHOOL SITE OFFICE MANAGERS

-  Remember – time sheets are legal documents
-  Create check-off lists for Certificated and Classified employees at your site/department.
 - Include columns to check-off time sheets received, etc. (see sample)
 - Send a copy of the list with the time sheets to Payroll
-  Time sheets are due to supervisors on the 1st of each month
-  Time sheets are due to Payroll **no later than** the 10th
 - Do not wait and hold completed time sheets
-  Accuracy and timeliness are key, please adhere to the timelines
 - Incomplete time cards will be returned to the originator, causing delays in processing and pay


MONTHLY TIME REPORTS – CERTIFICATED & CLASSIFIED

The completion of time sheets are the sole responsibility of each employee.





A completed time sheet contains the following information:

-  Consistent use of legal name
 - Do not vary from one month to another or use nicknames
-  Position
-  School/Dept. Name
-  Month and Year
-  PSL #
 - Call or email the Payroll Dept. for numbers
-  Hours Per Day
-  Use of correct Absence Codes
 - Non-Work Days should be marked with an N
 - Bereavement requires a relationship stated
 - Other requires an explanation (i.e. leave of absence)
-  Correct number of hours absent are recorded
-  Employee signature and date





CLASSIFIED EXCEPTIONS

-  If employee is using vacation in lieu of sick leave make sure he or she has signed the “boxed” area “per CSEA contract article 15.5”.

HOURLY OR DAILY TIME REPORTS – CERTIFICATED (NCR)

-  Confirm that employee has completed:
 - Name
 - PSL #
 - Month & Year
 - Date(s) of Service
 - ½ Day or Full Day (substitutes)
 - # of Hours (if needed) as Extra Hours
 - Location
 - Substituted for and approval for each entry
 - Description of Work
 - Employee signed and dated
-  Complete the Program/Account Code(s)
 - Payroll cannot process pay without the proper code
-  Submit to administrator for approval on the 1st of each month
-  Send to Payroll when complete: **NO LATER** than the 10th of the month

HOURLY OR DAILY TIME REPORTS – CLASSIFIED (NCR)

-  Confirm that employee has completed:
 - Name
 - PSL #
 - Month & Year
 - Position
 - Marked for; Overtime/Extra Time/Substitute/Out of Class
 - Date
 - Hours
 - Location
 - Substituted for and approval for each entry (if applicable)
 - Reason
 - Description of Work
 - Employee signed and dated
-  Complete the Program/Account Code(s)
 - Payroll cannot process pay without the proper code
-  Submit to administrator for approval on the 1st of each month
-  Send to Payroll when complete: **NO LATER** than the 10th of the month