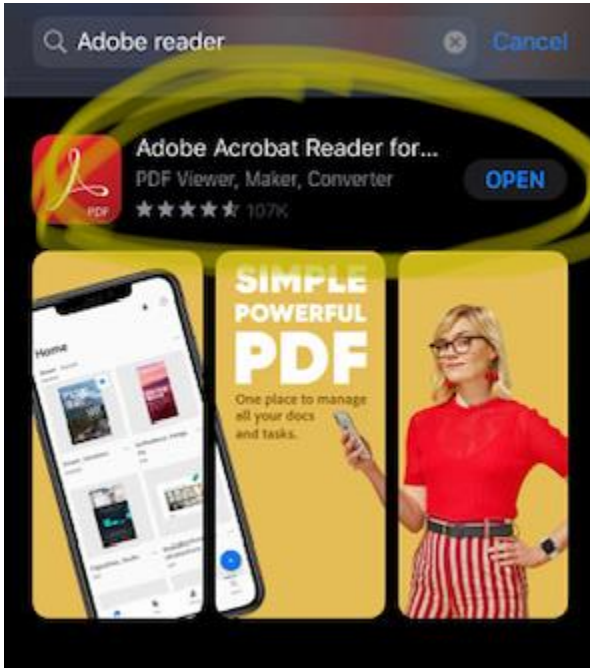


## Completing and Sending Electronic Timesheet from iPhone or iPad

If you don't have Adobe on your iPhone or iPad, download (it's free)







Go to <https://www.oxnardsd.org/Page/34>

Once at the page, click on the link for the appropriate time sheet, (NOT the face down arrow with a letter A) - This should open up a new Window

Click on the link (NOT the downward arrow with the A next to it)

**Click on the link ( NOT the downward arrow with the A next to it)**

 [August 2020 Certificated Monthly Time Card - Electronic](#) 

 [Certificated Extra Time Sheet- Electronic](#) 

 [August 2020 Classified Monthly Time Card - Electronic](#) 

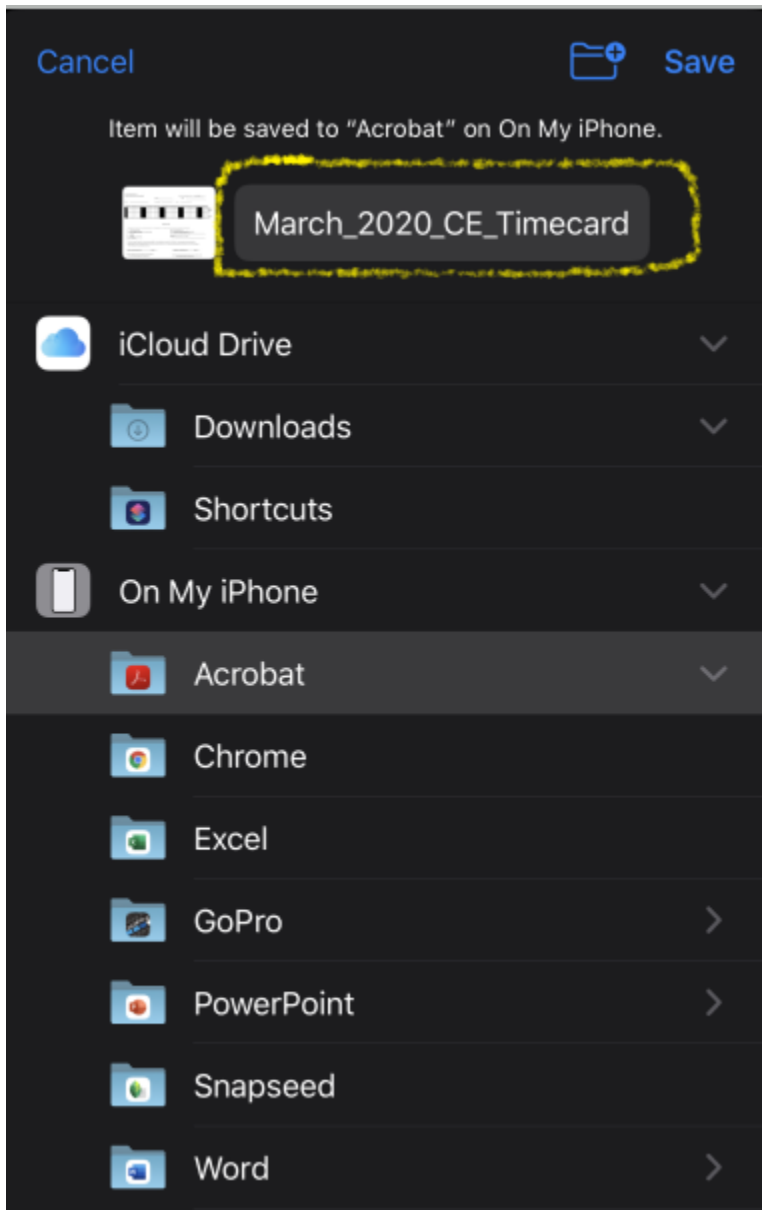
Once the new window is open, you should be able to see the time sheet as below, click on the circled download action (circled in yellow below)



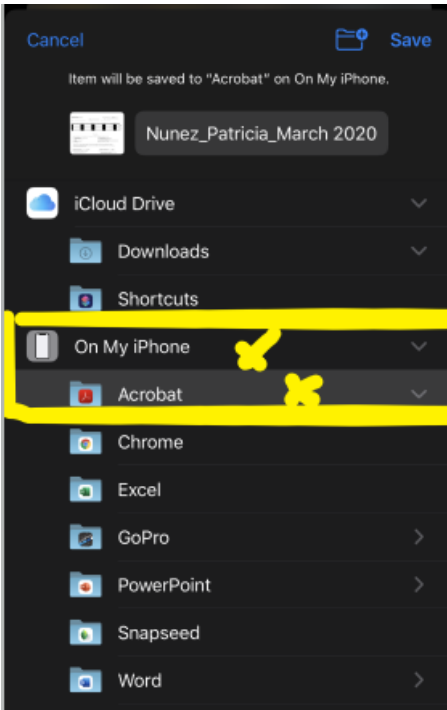
It will bring up the following: Click on the box (highlighted yellow below) to rename your timesheet with the format

**Lastname\_Firstname\_Month 2020.pdf**

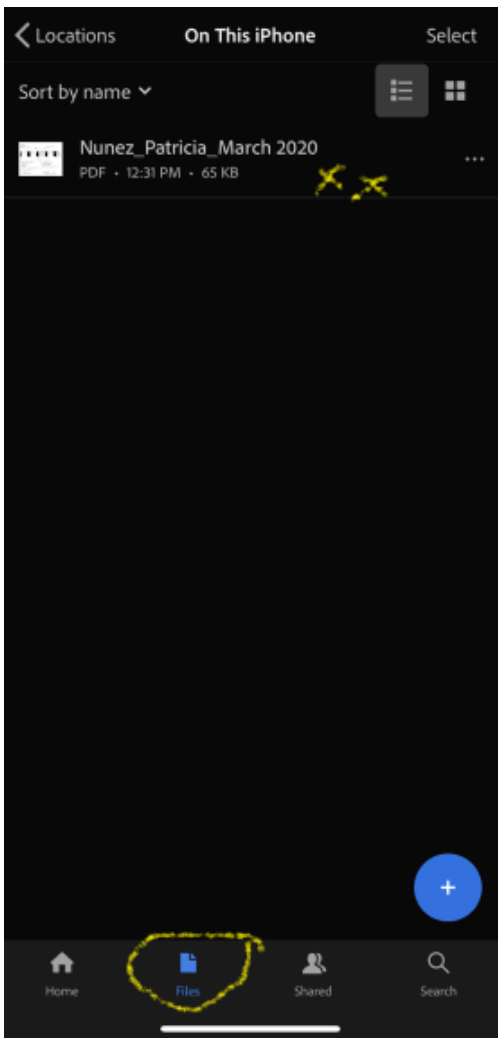
**Example: Nunez\_Patricia\_August 2020**



Once the timesheet has been renamed: save it to: On my iPhone – Acrobat



GO back to adobe and open up the timecard you've saved. (will be under files)



Your saved timesheet will now open up for you to fill out –

Fill out, and check off the box at the bottom

Oxnard School District  
Certificated Employees Time Report

Name: Patricia Núñez Position:   
School/Dept.

1	2	3	4	5	6	7	8	9	10	11	12	13	14


THE EMPLOYEE IS EXPECTED TO HAVE READ AND TO FULLY UNDERSTAND ALL

- S - Illness of Employee
- C - Court Appearance/Jury Duty (attach orders)
- OB - Official School Business
- H - Holiday
- V - Vacation
- WC - Workers' Compensation
- N - Non-work day

\*School to indicate the specific contract provision(s) & section(s) stated

I HEREBY CERTIFY THAT I HAVE WORKED FOR THE OXNARD SCHOOL DISTRICT AND THE FOREGOING INFORMATION IS CORRECT.

Patricia Núñez 3/23/2020  
EMPLOYEE'S SIGNATURE DATE

By checking this box and typing my name above, I am electronically signing my time report. 

After you have filled out your timesheet – hit the share action – (highlighted yellows, upper right)

12:35 LTE

Oxnard School District  
Certificated Employees Time Report

Name: Patricia Núñez Position: \_\_\_\_\_  
School/Dept. \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14

THE EMPLOYEE IS EXPECTED TO HAVE READ AND TO FULLY UNDERSTAND ALL


- S - Illness of Employee
- C - Court Appearance/Jury Duty (attach orders)
- OB - Official School Business
- H - Holiday
- V - Vacation
- WC- Workers' Compensation
- N - Non-work day

\*School to indicate the specific contract provision(s) & section(s) stated

I HEREBY CERTIFY THAT I HAVE WORKED FOR THE OXNARD SCHOOL DISTRICT  
AND THE FOREGOING INFORMATION IS CORRECT.

Patricia Núñez 3/23/2020  
EMPLOYEE'S SIGNATURE DATE

By checking this box and typing my name above,  
I am electronically signing my time report.



It will open up next action – Click on share a copy –

Cancel Send

**Invite People By Email** ⓘ

*Enter name or email...*

Subject and Message

Nunez\_Patricia\_March 2020.pdf

*Enter a personal message (optional)*

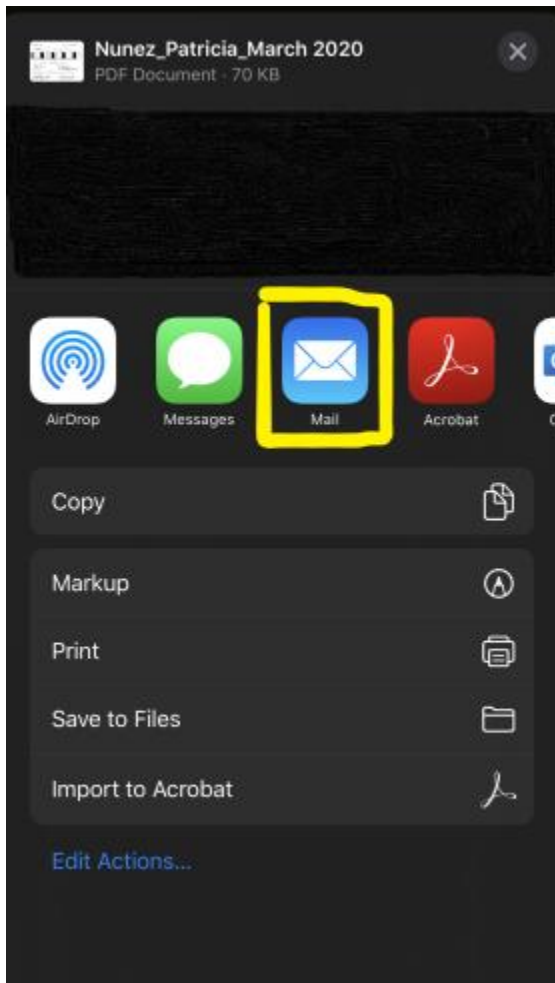
Allow comments ⚙️

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Or...

[🔗 Get a Link](#) [📎 Share a Copy](#)

Click on the mail option:





And it send it to your supervisor – using your Oxnard School District Email:

