SHADY CREEK - PAYROLL TIME SHEET - (Instructions on reverse)

Your Name:_____ **Phone #:** _____ **Employee ID# :** _____

(Please Print Full <u>Legal</u> Name)

Position Title: _____

Indicate employment status and type(s) of hours you are submitting for payment.

☐ **SUBSTITUTE**   ☐ Substituted for _____

☐ **REGULAR EMPLOYEE** – **Normal number of hours worked per day** _____

☐ Extra Time (above contract hours / days)   ☐ Over Time   ☐ Out of Class Pay   ☐ Other: _____

Record the number of hours worked per day next to the corresponding day. Indicate Month and Year.

The Payroll period is from the 26th of one month to the 25th the next month. **Record minutes in quarter hour increments only.***

Pay period beginning _____ 26, 20____   **Pay period ending** _____ 25, 20____

(Month)   (Month)

PRIOR MONTH   **CURRENT MONTH**

Date	Event	Hours	Min*	Date	Event	Hours	Min*	Date	Event	Hours	Min*	Date	Event	Hours	Min*
26				01				10				19			
27				02				11				20			
28				03				12				21			
29				04				13				22			
30				05				14				23			
31				06				15				24			
				07				16				25			
				08				17				Total Hours			
				09				18				Regular			
												Overtime			

I hereby certify that the above information is true and correct and that no part thereof has been paid.

Employee's Signature: _____   **Date:** _____

EMPLOYEES: Submit time sheet immediately upon completion of assignment to supervisors for signature, no later than the 26th of the month.

<u>**INCOMPLETE TIME SHEETS WILL STOP THE PAYMENT PROCESS**</u> - **COPIES OF TIMESHEETS AND FAXES WILL NOT BE ACCEPTED**

TOTAL NORMAL HOURS:_____   **X NML PAY RATE:**_____   **= TOTAL:** _____

TOTAL OVERTIME HOURS:_____   **X OT1 PAY RATE:**_____   **= TOTAL:** _____

GRAND TOTAL: _____

XX **FD**	XXXX **RESC**	X **YR**	XXXX **OBJT**	XX **SO**	XXXX **GOAL**	XXXX **FUNC**	XXX **BRS**	XXX **SCH**	XXXX **DD1**	XX **D2**	**Hours or %**
01	0401	0			1130		412	512		00	
13	5310	0			0000		412	512		00	
63	0426	0			0000		412	512		00	

Individual verifying hours: _____   **Date:** _____

Supervisor's Approval: _____ _   **Date:** _____

(print on pale yellow (canary) paper)

DIRECTIONS – SHADY CREEK - PAYROLL TIME SHEET

KEEP A COPY OF THIS TIMESHEET FOR YOUR RECORDS.

SEPARATE TIMESHEETS MUST BE COMPLETED AND TURNED IN FOR EACH ASSIGNMENT.

Section 1: Employee Information
- ✓ Print your full **legal** name, phone number, employee ID# (5 digit number listed on your payroll check)
- ✓ If you do not know your employee ID, payroll can assist you with looking it up.

FAILURE TO PROVIDE ACCURATE EMPLOYEE INFORMATION, MAY DELAY THE PAYMENT PROCESS.

Section 2: Employment Status
- ✓ Select **one** box for the employment status that applies to you - substitute or regular employee.
- ✓ Select the type of time you worked
- ✓ Regular Employees must indicate normal (contracted) hours per day.

FAILURE TO PROVIDE ACCURATE EMPLOYMENT STATUS, MAY DELAY THE PAYMENT PROCESS.

Section 3: Recording Hours worked.
- ✓ The payroll period is the 26th of one month to the 25th of the next month. i.e.: January 26th (prior month) through February 25th (current month).
- ✓ Payment will be made on the 10th of the following month (i.e. March). If the normal pay date falls on a weekend or holiday, the pay date shall be on the preceding workday.
- ✓ Write the MONTH and the current YEAR in the appropriate section.
- ✓ Record an abbreviated event description.
- ✓ Record the NUMBER OF HOURS worked next to the corresponding date.

Minutes worked	Allowable Fraction of hour
1 - 7	**0.00**
8 - 22	**0.25**
23 - 37	**0.50**
38 - 52	**0.75**
53 - 59	**1.00**

- ✓ When less than a full hour is worked, the additional minutes need to be rounded up or down to the nearest quarter hour using the following table. Record the fractions of hours worked in the "min" box. The following values are the only acceptable values for this field (.00, .25, .50, .75).
- ✓ Add up your total hours worked for the pay period and enter them in the total hours box.
- ✓ SIGN and DATE the timesheet. Payroll cannot pay without your signature.
- ✓ Submit the timesheet immediately upon completion of the assignment to your supervisor for signature, no later than the 26th of the month. Do not submit directly to Payroll Department.
- ✓ Overtime and additional hours that are not part of your standard work day must be preapproved.

FAILURE TO PROVIDE ACCURATE HOURLY INFORMATION, MAY DELAY THE PAYMENT PROCESSS.

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Employing Department Supervisor Completes:
- ✓ Verify Normal and Overtime pay rates are listed and correct according to salary schedule.
- ✓ Account Billing Code (s). **Payroll cannot pay without this number.**
- ✓ Supervisor/Manager signature and date must be on the timesheet or it will be returned. **Payroll cannot pay without this signature.**
- ✓ Signature and date for individual verifying hours must be on the timesheet or it will be returned. **Payroll cannot pay without this signature**. (This can be the same signature as supervisor/manager signature.)

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DELAY OF PAYMENT RESULTS WHEN THE PAYROLL DEPARTMENT CANNOT INTERPRET TIME SHEETS BECAUSE IT IS ILLEGIBLE OR HAS NOT BEEN COMPLETED ACCORDING TO INSTRUCTIONS.

TIME SHEETS RECEIVED AFTER THE TIMELINE END DATE WILL BE PAID ON THE NEXT PAY PERIOD.

*** July 10th payroll will have no direct deposit, paper warrants will be mailed to home address on file. ***