

EMPLOYEE TIME RECORD GUIDELINES

Please follow these guidelines for submitting Employee Time Records (half sheets) to Payroll for payment:

- ✓ Employee Time Records (half sheets) must be completely filled out with all the pertinent information, including the Employee I.D. number (can be found on the Employee Absence reports and on each paycheck), and appropriate signatures. Please do not use nicknames and, if a name is hyphenated, use both names. All timesheets must have original signatures on them. Signature stamps are not acceptable.
- ✓ If an employee is working outside the parameters of their normal contract or assignment, a Personnel Action Form must be filled out and sent to the Human Resources Department before the Employee Time Record is submitted for payment. Personnel Action Forms are good for the fiscal year only (*July 1st through June 30th of the current school year*) and must pertain to the timesheets being submitted. Specify on the P.A.F. how you want these time records to be paid (normal hourly rate, workshop rate, etc.) and the funding source (GL and/or JL).
- ✓ Please refer to the Payroll cut-off dates for submitting timesheets. Any Employee Time Records received in Payroll after the published cut-off date will be paid on the next available payday. Please allow yourself additional time if a timesheet needs to be sent to another department for approval and coding.

Hopefully, this will answer some of the questions concerning Employee Time Records.