

## **Burlington-Edison School District Certificated Time Sheet Instructions**

All certificated employees shall report **all** extra time and absences (not reported via Substitute On-Line) on the (blue) Certificated Time Sheet.

1. The Certificated Time Sheet will be prepared once per month by regular certificated employees.
2. Reporting is done on an “exception” basis. This means that a time sheet only needs to be prepared if an employee had leave or extra time to report for the month outside of the regular contract.
3. Position: Fill in the position for each employee.
4. Month/Year: Fill in the month and year (e.g. “Sept. 2018” or “9/2018”).

**\*\*\*\*Please note that only one payroll report should be filed per employee per month.**

5. Date: Record activity by filling in the appropriate date.
6. Paid Hours: Record the total paid hours for each day outside the regular contract, using decimals (“1.25” rather than “1:15” or “1 ¼”).
7. Description of extra time/Employee subbed for: This space is used to provide further explanation of paid hours. Also, it is to be used in the event that a regular certificated employee subs for another. Fill in the full name and position of the employee subbed for. **Employees who sub during their planning (“prep”) period should clearly designate as “PREP” in the explanation column.** If additional space is needed, write “over” and provide additional information on back of report.
8. Program to charge/Acct code: Any information regarding budget codes should be indicated here. Program specific: List specific name and/or account code. For example; ILT – 0132 TPEP - 5821
9. Leave Hours: Fill in the date and total leave (absence) hours for each day, using decimals.
10. Leave Type: Fill in the leave type by using the leave codes as provided in the box under time off.
11. Employee and Supervisor Signatures: All time sheets must be signed and dated by the employee and the supervisor. The signature certifies that the information on the time sheet is **accurate** and **correct**.
12. Bottom portion to be filled in by Payroll.
13. Payroll must receive time sheets by the 3rd working day of the following month; **reports received late will be processed in the following month.**