

Burlington-Edison School District Classified Time Sheet Instructions

All classified employees shall report **all** extra time and absences (not already reported via Substitute Online) on the (green) Classified Time Sheet as provided.

1. The Classified Time Sheet will be prepared once per month by regular classified 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/Site: 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 and/or employee subbed for: This space is used to provide further explanation of paid hours. Also, to be used in the event that a regular classified employee subs for another. Fill in the full name and position of the employee subbed for. If additional space is needed, write “over” and provide additional information on back of report.
8. Program to charge/Account 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 hours for each day, using decimals.
10. Leave Type: Fill in the leave type using the leave codes as provided. If an employee leaves their position to sub for another position, use the leave code of **TA (temporary absence)** for the time they are absent from their contracted position; in the “Hours worked” column, record the time they subbed for the other person with an explanation in the description column. Make sure not to duplicate if this TA (temporary absence) is already in Sub Online.
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.**