


OFSD EMPLOYEE TIME SHEET GUIDELINES
EXTRA-PAY for EXTRA-DUTY

- ◆ Timeliness: Time sheets **must** be submitted to Administration Building within **two weeks** of work performed. Timely submissions increase the accuracy of your grant fund balances and decrease payroll errors. Please follow the Bi-Weekly Pay Schedule for the time sheet reporting periods.
- ◆ All Grant Time Sheets are printed on **yellow paper for 2020-21**.
- ◆ Time sheets **must** be completed in **blue or black ink** -- No  ink or pencil.
- ◆ On the upper left-hand corner: Circle one: AI, SD, P&FE.
It **must** be indicated on the Time Sheet **WHAT** the extra hours are for:
(AI) Academic Improvement - *name of after school tutoring or program, etc.*
(SD) Staff Development - *name of presenter, topic of staff development & reason, etc.*
(P&FE) Parent & Family Engagement - *name of activity, topic of parent and Family Engagement & reason, etc.*
- ◆ All AI time sheets for tutoring **must** be accompanied **with student sign-in sheets**.
- ◆ All SD & P&FE time sheets **must** be accompanied **with an agenda/flyer and employee or parent sign-in sheets in order to be paid**.
- ◆ The employee **must** provide; PPID Number for Teachers and **only** the last four digits of their Social Security number for everyone else.
- ◆ The employee **must** provide first, middle initial & last name on their time sheet.
- ◆ The employee **must** circle Teacher, or Para. List all other positions under Other: _____
- ◆ The employee **must** provide the name of the school that will be charged the extra hours.
- ◆ From: _____ To: _____
These dates **must** follow the Bi-Weekly Pay Schedule. Time Sheets **cannot be submitted before** the work is completed. **Failure to submit on time and follow OFSD Schedule will result in delayed payment.**
- ◆ Hours should be rounded to the nearest **quarter hour**.
- ◆ Check calculations of hours worked. Grant funds cannot pay for lunch hours, prep time, snow days, delay/early dismissal, or any time an employee is already contractually being paid.
- ◆ Time Sheets **cannot have pre-printed times** on them, even if a group of people worked the same hours. Each employee writes in his or her own hours. (*i.e. AM and PM hours*)
- ◆ Time Sheets **must** be individually completed, signed by the employee, reviewed by school secretary and principal signs and submits following the Bi-Weekly Pay Schedule. Principal signatures should be hand written and legible, not stamped or photocopied. A stamped principal's signature cannot be used and will be returned, resulting in a delay of processing.
- ◆ Time Sheets completed incorrectly will be returned for correction.

AI, SD, P&FE (Circle one)

TIME SHEET

TITLE/Grant

Reason/Topic: _____

(YELLOW)

PPID NUMBER (Teachers only) # _____ Last FOUR digits Social Security # _____

Name (First, Middle, Last): _____

School: _____

Circle one: *Teacher*

From: _____ To: _____

Para *Other:* _____

Date	Day	A.M. or Pre-Lunch			P.M. or Post-Lunch			Work Performed	Total Hours
		In	Out	Hours	In	Out	Hours		
	Sun.								
	*								
	Mon.								
	*								
	Tues.								
	*								
	Wed.								
	*								
	Thur.								
	*								
	Fri.								
	*								
	Sat.								
	*								
								Total Hours for Week One:	
	Sun.								
	*								
	Mon.								
	*								
	Tues.								
	*								
	Wed.								
	*								
	Thur.								
	*								
	Fri.								
	*								
	Sat.								
	*								
								Total Hours for Week Two:	
TOTAL HOURS FOR TWO-WEEK PERIOD:									

I certify this to be a true and accurate report of hours worked:

Employee signature

Approved:

Principal / Supervisor

Grant Manager

FOR PAYROLL DEPARTMENT USE ONLY:

Annual Salary - _____

Hourly Rate - _____

Recap:

Regular Scheduled Hours: _____

Additional Hours: _____

Overtime Hours: _____