

# VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

## CLASSIFIED HOURLY TIMESHEET

<input type="checkbox"/> Briggs Elementary School District <input type="checkbox"/> Golden Valley Charter School <input type="checkbox"/> Mesa Union Elementary School <input type="checkbox"/> Mupu Elementary School District <input type="checkbox"/> Santa Clara Elementary School <input type="checkbox"/> Somis Academy Charter High School <input type="checkbox"/> Somis Union Elementary School <input type="checkbox"/> Ventura Charter School of Arts and Global Education <input type="checkbox"/> VCSBSA	Employee _____  PSL # _____  Position _____  Payroll Period ____ / <u>11</u> / ____ through ____ / <u>10</u> / ____
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### X OUT THE WEEKENDS IN THE CALENDAR BELOW

Date	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10
Regular Hours																															
Extra Hours																															
Hours Absent																															
Codes *																															

**\* CODES AND REASONS FOR TIME NOT WORKED:**

H: Holiday V: Vacation S: Illness PNL: Personal Necessity Leave (Limited. Deducted from sick leave.) JD: Jury Duty ML: Maternity Leave	B: Bereavement (Relationship): _____ Oth: Other Leave (Somis Only): _____ CT: Comp Time RT: Release Time WC: Workers' Compensation WOP: Without Pay
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**OVERTIME (Complete overtime table on back of timesheet before obtaining Supervisor's signature)**

APPROVAL IS: <input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED <input type="checkbox"/> Monetary <input type="checkbox"/> Comp time	ACCOUNT(S): _____ _____ _____
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**I CERTIFY THAT ALL INFORMATION IS CORRECT.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

*This timesheet must be received by the BSA Payroll Department by the 17th of the month.*

PAYROLL USE ONLY			
<b>LEAVE ACCOUNTING</b>			
V: Taken _____	Earned _____	JD: Taken _____	
SICK: Taken _____	Earned _____	B: Taken _____	
PNL: Taken _____	(uses sick leave)	CT: Taken _____	Earned _____
		RT: Taken _____	
<b>PAYROLL CALCULATIONS/ADJUSTMENTS</b>			
Adj. Code _____	# of Units _____	Amount _____	Account # _____
Adj. Code _____	# of Units _____	Amount _____	Account # _____
Adj. Code _____	# of Units _____	Amount _____	Account # _____
Adj. Code _____	# of Units _____	Amount _____	Account # _____

Original to Payroll - Copy for District & Employee

## CLASSIFIED HOURLY TIMESHEET PROCEDURE

- I. The dates worked are from the 11<sup>th</sup> of the month to the 10<sup>th</sup> of the next month.
- II. The steps used in filling out this timesheet are:
  - a. District Information – Check the box indicating your district or charter school of employment.
  - b. Employee Information – Complete all information including your name (as shown on your social security card), PSL # (personnel) number, position, and the payroll period (month and year).
  - c. Cross out the weekends and days not included in the month.
  - d. Regular Hours – In the “Regular Hours” row, indicate scheduled hours worked. (Use fractions, not decimals).
  - e. Extra Hours – In the “Extra Hours” row on the front of the timesheet, indicate any hours you worked over your contracted hours and then complete the overtime table below. Hours reported in the “Extra Hours” row will only be paid at time and one-half if your total hours worked is over 40 hours for the week (Sunday-Saturday).

OVERTIME		
DATE	AMOUNT OF TIME	REASON FOR OVERTIME

- f. Hours Absent – In the “Hours Absent” row on the front of the timesheet, indicate the number of scheduled hours you did not work that day. (Use fractions, not decimals).
  - g. Codes – Fill in the “Codes” row on the front of the timesheet using the reasons & codes listed at the bottom of the timesheet. This tells the BSA Payroll Department how an absence should be handled. Any days missed must use some form of leave accounting or will be without pay (WOP).
  - h. Employee Signature -- Employee must sign the timesheet verifying that it is correct.
  - i. Supervisor Signature -- Employee's supervisor must sign the timesheet indicating that they concur with the validity of all information on the timesheet. If there is a dispute as to the information on the timesheet it must be corrected before submission to the BSA Payroll Department.
- III. The employee's pay will be based on the time reported on this timesheet. It is the responsibility of the employee to check and verify that all time is reported correctly. Timesheets will not be changed by the BSA Payroll Department.
  - IV. Deadline – This “Classified Hourly Timesheet” must be received by the BSA Payroll Department by the 17<sup>th</sup> of the month. Late timesheets are the responsibility of the individual employee and will be paid on the next monthly payroll cycle if they are received by the BSA Payroll Department after 4:30 p.m. on the 17<sup>th</sup>.