SUTTER COUNTY Superintendent of Schools

Bill Cornelius, Superintendent

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MONTHLY TIME SHEET

NAME: _____ **EMPLOYEE #** _____

WORK DEPT & LOCATION: _____ **NORMAL HOURS PER DAY:** _____

REASON: _____

PRIOR MONTH: _____ **[ ] ASSIGNMENT VERIFIED BY PAYROLL**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

CURRENT MONTH: _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

TOTAL HOURS/DAYS FOR MONTH: _____ **X PAY RATE:** _____ **= TOTAL:** _____

TOTAL OVERTIME HOURS: _____ **X OT1 X PAY RATE:** _____ **= TOTAL:** _____

STIPEND AMOUNT: _____ **= TOTAL:** _____

GRAND TOTAL: _____

XX FD	XXXX RESC	X YR	XXXX OBJT	XX SO	XXXX GOAL	XXXX FUNC	XXX BRS	XXX SCH	XXXX DD1	XX D2	Hours or %

EMPLOYEE'S SIGNATURE **DATE** **INDIVIDUAL VERIFYING HOURS** **DATE**

SUPERVISOR'S APPROVAL **DATE**

Please see reverse for instructions and requirements.

REV 4.14.2015

KEEP A COPY OF THIS TIMECARD FOR YOUR RECORDS.

The information that is recorded on this timesheet is viewed as an official document.

PROCESS FOR PAYMENT: To ensure proper and timely payroll processing, timesheets are due to your supervisor no later than the 26th of each month. You and your supervisor must verify that your timesheet is complete (including pay rate and budget codes) before signing and sending forward for payment.

Late and/or incomplete timesheets may cause delays in payment as well as penalties, interest and errors in retirement reporting. New CalSTRS and CalPERS requirements emphasize the need to report pay as incurred.

PAY PERIOD: The pay period runs from the 26th through the 25th. (Example: January 26th through February 25th)

PAY DATE: Timesheets are paid on the 10th of the month. If the normal pay date falls on a weekend or a holiday, the pay date shall be on the preceding workday. (CA Ed Code 42646) The pay date for employees paid at the end of each month is the last working day of that month.

RECORD HOURS TO THE NEAREST QUARTER OF AN HOUR: When less than a full hour is worked the time needs to be rounded up or down to the nearest quarter hour. Using 8:00 a.m. as an example, employees will be paid from 8:00, 8:15, 8:30, 8:45 or 9:00.

For example, if you worked 3.16 hours, it would be rounded up to 3.25 hours. On the other end of the spectrum, if you have 1 hour and 5 minutes of work, it would be rounded down to 1 hour.

OVERTIME/ADDITIONAL HOURS REQUIRE PRIOR AUTHORIZATION: Overtime and additional hours that are not part of your standard work day must be preapproved. Please use the Extra Hours Request/Authorization Form and have your supervisor sign and date the form prior to working the overtime/additional hours. Failure to obtain prior approval for these hours may result in disciplinary action. Please attach the approved form to your timecard.

SHORT-TERM AND SUBSTITUTES: Short-term and substitute employees are paid overtime in accordance with the Fair Labor Standards Act (FLSA). (*California school districts are exempt from the California Labor Code and Wage Orders. Short-term/substitutes employees do not meet the definition of "classified service" under CA Ed Code 45103.*

REGULAR CLASSIFIED EMPLOYEES: Regular Classified employees are paid overtime in accordance with the California Education Code, Sutter County Superintendent of Schools UAC Handbook and Policies.

DELIVERY OF PAYROLL: Employees have the option to have their payroll direct deposited on the pay date or mailed to the address on file. As a courtesy, payroll warrants may be placed in the mail the day before the pay date.

ESTABLISHED WORKWEEK FOR SHORT-TERM/SUBSTITUTES: Most Short-term/Substitutes have an established workweek of Monday 12:01am through Sunday at Midnight, exceptions to that may occur. Please see your supervisor if you need to verify your specific individual workweek for overtime purposes.