EMPLOYEE TIMESHEET

Employee ID#: _____   Employee Name: _____

CERTIFICATED: ☐   Position Title: _____

CLASSIFIED: ☐

PLEASE WRITE LEGIBLY. ALL FIELDS MUST BE COMPLETELY FILLED OUT.

Date	Hours Worked				Daily totals		
Date	TIME IN	TIME OUT	TIME IN	TIME OUT	Regular Hours	OT Hours	Notes (Provide Program Name/Job Duty)
								TOTAL HOURS

When approved, for every day enter total # of hours rounded to the nearest 15 minutes. Use. 25 for every 15 minutes worked.
(For example: 1 hr & 45 mins would be 1.75)

I hereby certify that the time recorded on this time sheet is an after-the-fact determination of actual effort expended for the period indicated and that I have full knowledge of 100% of these activities.

_____
Employee Signature

_____
Date Submitted

_____
Funding Source/Account Line to Charge

_____
Supervisor Signature

This area is for Payroll Use Only
Position _____ Code _____ Month _____ Units_____ Rate _____ Total_____
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All timesheets must be signed by immediate supervisor and turned in by **12 pm** on the due date.

Pay Period *Hours Worked FROM - TO*	Timesheet Due	Pay Date
Wednesday, 07/17/19 - Thursday, 08/15/19	**Friday, 08/16/19**	Friday, 08/30/19
Monday, 08/12/19 – Thursday, 08/29/19	***Friday, 08/30/19***	*Tuesday, 09/10/19 (SUPPLEMENTAL PAYROLL) ASES/A.R.T. Staff only*
Friday, 08/16/19 - Friday, 09/13/19	**Monday, 09/16/19**	Monday, 09/30/19
Monday, 09/16/19 – Wednesday, 10/16/19	**Thursday, 10/17/19**	Thursday, 10/31/19
Thursday, 10/17/19 – Tuesday, 11/12/19	**Wednesday, 11/13/19**	Wednesday, 11/27/19
Wednesday, 11/13/19 – Friday, 12/6/19	**Monday, 12/9/19**	Monday, 12/30/19 *(CLASSIFIED STAFF)* Thursday, 01/2/20 *(CERTIFICATED STAFF)*
Monday, 12/9/19 – Wednesday, 01/15/20	**Thursday, 01/16/20**	Friday, 01/31/20
Thursday, 01/16/20 – Wednesday, 02/12/20	**Thursday, 02/13/20**	Friday, 02/28/20
Thursday, 02/13/20 – Monday, 03/16/20	**Tuesday, 03/17/20**	Tuesday, 03/31/20
Tuesday, 03/17/20 – Wednesday, 04/08/20	**Thursday, 04/09/20**	Thursday, 04/30/20
Thursday, 04/09/20 – Wednesday, 05/13/20	**Thursday, 05/14/20**	Friday, 05/29/20
Thursday, 05/14/20 – Thursday, 06/11/20	**Friday, 06/12/20**	Tuesday, 06/30/20

Summer School

Friday, 06/12/20 – Tuesday, 6/30/20	**Tuesday, 6/30/20** by end of day or **Wednesday, 7/1/20** by 9:00 a.m.	**Thursday, 07/09/20** *(Supplemental Payroll – Timesheet Employees)*
Wednesday, 07/01/20 – Tuesday, 7/14/20	**Wednesday, 7/15/20** 8:00 a.m.	Wednesday, 7/31/19

Pay periods are subject to change.

Checks are issued the last working day of the month with the exception of December payroll.

All payroll check-stubs will be available online at www.ivedportal.org . Checks will need to be picked up in the payroll office, and signed out. If you would like to change the method of check delivery, feel free to contact the payroll office.