



## Procedure for Completion of Timesheets

### ***ALL TIMESHEETS MUST BE COMPLETED AND SIGNED BY THE EMPLOYEE & SUPERVISOR***

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Please read the following carefully before submitting timesheets to avoid delays in receiving compensation for time worked. Incomplete timesheets may be returned and may cause a delay in payment until corrected.

1. Use "Hourly" or "Daily" timesheet in accordance with how your time was approved by the Board of Education.
2. Employee information must be filled out completely:
  - Name (First, Middle, Last), Date of Birth
  - Position
  - Pay Period and Department/Assignment
  - Signed and Dated (that the timesheet is signed)
3. All appropriate *columns* must be filled out:
  - Date(s) worked
  - Name of staff member filling in for, when applicable
  - Hours/Days worked
    - i. If Days, please indicate half or full; and if half, am or pm
    - ii. If Hours, please indicate total hours based on actual time worked excluding meal breaks
    - iii. If you do not report to work, please indicate the leave day taken, as provided for in your Collective Bargaining Agreement:

Personal: PL Sick: Sick Bereavement: BL Jury Duty: JD Conference: Con Vacation: VA

4. All completed time sheets must be submitted **no later** than **30 days** after the time is worked, and must be submitted to Kelly McDonald in the Business Office.

Example:

Date	Mon. 8/24	Tues. 8/25	Wed. 8/26	Thurs. 8/27	Fri. 8/28	Sat.
Hours Worked	8:00-2:00	8:00-2:00	Sick	PL-am 11:00-2:00	8:00-2:00	8:00-2:00
Who you covered for	Ms. Smith	Ms. Doe		NA	NA	NA



# Hudson

## Timesheet Submission Pay Dates

### 2019-2020

Payroll #	Period of Time	Covered for Pay Dates	Submission Date to Payroll	Pay Date
1	6/09/19	6/22/19	6/24/19	7/03/19
2	6/23/19	7/06/19	7/08/19	7/18/19
3	7/07/19	7/20/19	7/22/19	8/01/19
4	7/21/19	8/03/19	8/05/19	8/15/19
5	8/04/19	8/17/19	8/19/19	8/29/19
6	8/18/19	8/31/19	9/02/19	9/12/19
7	9/01/19	9/14/19	9/16/19	9/26/19
8	9/15/19	9/28/19	09/30/19	10/10/19
9	9/29/19	10/12/19	10/14/19	10/24/19
10	10/13/19	10/26/19	10/28/19	11/07/19
11	10/27/19	11/09/19	11/11/19	11/21/19
12	11/10/19	11/23/19	11/25/19	12/05/19
13	11/24/19	12/07/19	12/09/19	12/19/19
14	12/08/19	12/21/19	12/17/19	1/02/20
15	12/22/19	1/04/20	1/06/20	1/16/20
16	1/05/20	1/18/20	1/20/20	1/30/20
17	1/19/20	2/01/20	2/03/20	2/13/20
18	2/02/20	2/15/20	2/17/20	2/27/20
19	2/16/20	3/01/20	3/03/20	3/12/20
20	3/02/20	3/15/20	3/17/20	3/26/20
21	3/16/20	3/29/20	3/31/20	4/09/20
22	3/30/20	4/12/20	4/14/20	4/23/20
23	4/13/20	4/26/20	4/28/20	5/07/20
24	4/27/20	5/10/20	5/12/20	5/21/20
25	5/11/20	5/24/20	5/26/20	6/04/20
26	5/25/20	6/07/20	6/09/20	6/18/20
27	6/08/20	6/26/20	6/23/20	6/30/20