



All time worked by a classified contracted employee, in addition to their contracted time shall be logged on a Classified Time Claim. Employees who are not on contract with the District, but are Classified, also need to use this form to record their time worked. Examples of this would be as follows:

Classified (contracted) employees who work more hours than their normal contract day.

Classified (contracted) employees who are eligible for out-of-class pay. (See CSEA Contract)

Classified (contracted and non-contracted) employees who substitute for a classified position.

Classified (contracted and non-contracted) employees who work overtime (more than eight (8) hours per day or work beyond five days in a week. Bus drivers should use this time sheet for summer extra work or yard duty. The regular work week, for purposes of determining overtime, begins on Monday and goes through Sunday.

All Activity Supervisor Stipends which include sports (except that of extraduty).

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### **Time claims must be filled out as follows:**

- 1.) Date of Service.
- 2.) If filling in for an absent employee, please indicate the name of the employee you are subbing for. If not filling in for an absent employee, please identify the type of work performed.
- 3.) The Absence and Funding column should indicate the reason why the employee you were substituting for was away from their duties ie: illness, personal necessity, school business etc.
- 4.) The Absence and Funding column should also provide information regarding any special funding that will be paying for the costs. Special funding includes monies from sources other than the district general fund ie: Title I, Lottery, Grants etc. or an outside party to be invoiced (billback).
- 5.) Location of the site where you performed the work.
- 6.) Record what time the extra work began and when it ended (Time In and Time Out including lunch breaks).
- 7.) Record the total number of extra regular hours worked.
- 8.) Record the number of overtime hours worked in a day that are in excess of eight (8) hours.
- 9.) The employee must print their name, sign and date the claim and write in their employee ID number.
- 10.) Failure to indicate the information above may hold up the processing of the time claim and delay payment.
- 11.) **All time sheets must be approved by the secretary and/or the school administrator at the school site where you worked. The time claim must be received by the District Office Payroll Department by the last working day of the month. It is the responsibility of the employee to ensure that their time claims are received by the Payroll Department.**