

**BOARD OF EDUCATION**  
Virginia Coffey, President, Area 1  
Coby Pizzotti, Vice-President, Area 3  
Sarah Kirby-Gonzalez, Clerk, Area 5  
Jackie Thu-Huong Wong, Trustee, Area 4  
Alvaro Venegas, Trustee, Area 2

**SUPERINTENDENT**  
Cheryl P. Hildreth, Ed.D.



**DISTRICT OFFICE**  
930 Westacre Road  
West Sacramento, CA 95691

TEL (916) 375-7600  
FAX (916) 375-7619  
[www.wusd.k12.ca.us](http://www.wusd.k12.ca.us)

TO: All District Employees

FROM: Billy Duba, Director of Fiscal Services

RE: Processing of timesheets

In order to make sure your timesheet is processed and paid in a timely manner please make sure you follow the guidelines below.

### Filling out your Timesheet

**Classification:** Mark your classification.

**Type:** Mark either "Extra Hours" or "Substitute" (contracted employees should always mark "Extra Hours").

**Personal Information:** Name, PIN, Address, Phone Number.

**Work Details:** Month and Year when hours were worked.

**Rate:** For certificated employees only.

**Assignment Information:** Assignment, Hours/Days worked, Site.

**Budget Code:** Include budget code, classification, and administrator's signature (required from site or program administrator).

**Total Hours Worked:** Clearly indicate total hours worked.

**Signatures:** Employee's signature and date.

### Submitting your Timesheet

**Deadline:** Submit timesheets to Payroll by the 1st of each month. If the 1st falls on a weekend or holiday, submit on the next business day. Timesheets received after the due date will be processed the following month and may affect service credit reporting to CalPERS/CalSTRS.

**Submission Locations:**

- **During Office Hours (8 AM - 4 PM):** Drop off in the district office lobby's timesheet box.
- **After Hours:** Use the drop box outside the main doors of the district office.

**Documentation:** Turn in the white copy to Payroll and keep the yellow copy for your records.

**Partial Hours Reporting:** For approved partial hours, use the following: 15 minutes = 0.25 hours, 30 minutes = 0.50 hours, 45 minutes = 0.75 hours.

**Multiple Assignments:** Submit a separate timesheet for each assignment with a different pay rate.

**Multiple Months:** Submit a separate timesheet for each month if your work spans across different months.

### Payroll Schedule

**Certificated Staff:** Extra hours will be paid on the 10th of each month.

**Classified Staff:** Extra hours and overtime will be paid on the 15th of each month.

**Certificated and Classified Substitutes:** Payments will be made on the last working day of the month for hours submitted on the 1st of that month.

If you have questions about your timesheet or pay check, please contact all the payroll staff at [payrollbenefits@wusd.k12.ca.us](mailto:payrollbenefits@wusd.k12.ca.us) or individually at our WUSD emails below.

Yuliya Marchenko [ymarchenko@wusd.k12.ca.us](mailto:ymarchenko@wusd.k12.ca.us)  
Daniel Barajas [dbarajas@wusd.k12.ca.us](mailto:dbarajas@wusd.k12.ca.us)  
Keionna Claypoole [kclaypoole@wusd.k12.ca.us](mailto:kclaypoole@wusd.k12.ca.us)

Thank you for your cooperation.

WUSD Payroll Department