

**BOARD OF EDUCATION**

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

**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

---

TO: All District Employees  
FROM: Billy Duba, Director of Fiscal Services  
RE: Processing of timesheets

In order to efficiently process Substitute & Variable Time Sheets and ensure that employees are paid in a timely manner, all timesheets submitted to the Business Office must contain the following:

Month and Year worked\*  
Employee Name and Address  
PIN # (**Employee #**)  
Dates and Hours Worked with each Site \*\*  
“Substituted for” or your Assignment (if you hold a contract, you will always mark Extra Hours)  
Valid Reason Code  
Job Classification (for Classified Employees)  
Rate of pay (for Certificated Employees)  
Complete Budget Code  
Signature of Site or Program Administrator \*\*\*  
Employee Signature  
Date stamped on front of timesheet (upon submitting at the District Office)  
Retain yellow copy of the timesheet for your records

All timecards should be returned to the District Office Timesheet Box located in the front lobby and is available during business hours or the Mail Slot located by the front door, available 24/7. **Timesheets are due on the 26th of each month.** If the 26th falls on a weekend or a holiday, timesheets are due the following business day. Incomplete timesheets will be returned back to the site or the employee for corrections indicted. It is the employee or substitute’s responsibility to resolve the reason for return and have the transmittal form initialed by the site prior to resubmitting for processing.

\*Timesheets are due on a monthly basis. Holding your timesheet not only creates more work when processing but also creates service credit issues with STRS and PERS.

\*\*For assignments that have been approved to work partial hours, please report the time worked as follows:

15 minutes = .25, 30 minutes = .5, 45 minutes = .75

\*\*\*If multiple programs are worked or you are working beyond your contracted hours, a separate timesheet should be completed for each program worked.



# Employee Time Sheet

Check One  Classified  Certificated  Student  Retired Specify Type (Student Mark Extra Hrs)

Name  PIN   Extra Hrs  Substitute

Address  Phone  Rate/Hour

City/State  Zip

Months  Year

| Date                      | Assignment | Reason | Hrs/days<br>Worked*            | Site | Budget Code | Classification | Program Site<br>Administrator Signature |
|---------------------------|------------|--------|--------------------------------|------|-------------|----------------|---|
| 26                        |            |        |                                |      |             |                |   |
| 27                        |            |        |                                |      |             |                |   |
| 28                        |            |        |                                |      |             |                |   |
| 29                        |            |        |                                |      |             |                |   |
| 30                        |            |        |                                |      |             |                |   |
| 31                        |            |        |                                |      |             |                |   |
| 1                         |            |        |                                |      |             |                |   |
| 2                         |            |        |                                |      |             |                |   |
| 3                         |            |        |                                |      |             |                |   |
| 4                         |            |        |                                |      |             |                |   |
| 5                         |            |        |                                |      |             |                |   |
| 6                         |            |        |                                |      |             |                |   |
| 7                         |            |        |                                |      |             |                |   |
| 8                         |            |        |                                |      |             |                |   |
| 9                         |            |        |                                |      |             |                |   |
| 10                        |            |        |                                |      |             |                |   |
| 11                        |            |        |                                |      |             |                |   |
| 12                        |            |        |                                |      |             |                |   |
| 13                        |            |        |                                |      |             |                |   |
| 14                        |            |        |                                |      |             |                |   |
| 15                        |            |        |                                |      |             |                |   |
| 16                        |            |        |                                |      |             |                |   |
| 17                        |            |        |                                |      |             |                |   |
| 18                        |            |        |                                |      |             |                |   |
| 19                        |            |        |                                |      |             |                |   |
| 20                        |            |        |                                |      |             |                |   |
| 21                        |            |        |                                |      |             |                |   |
| 22                        |            |        |                                |      |             |                |   |
| 23                        |            |        |                                |      |             |                |   |
| 24                        |            |        |                                |      |             |                |   |
| 25                        |            |        |                                |      |             |                |   |
| <b>Total Hours Worked</b> |            |        | <input type="text" value="0"/> |      |             |                |   |

Note- Full and half day recording for Substitute Teachers only (Hours for Preschool and Children Center Teachers)

Time is to be recorded in increments of 15 mins. 15 mins=.25, 30 mins=.50, 45 mins=.75, 1hr= 1.0

Please submit this timesheet to the Business Office by the 26th of each month.

Employee's Signature

Date