

CLASSIFIED TIMESHEET SUBMISSION DIRECTIONS

For employees:

To address the upcoming Classified payroll deadlines, please adhere to the following process for submitting timesheets on the 17th of each month until further notice.

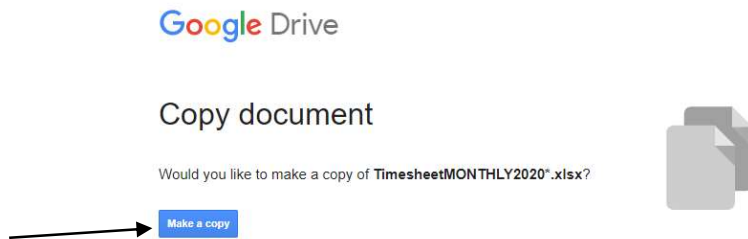
These directions are for those employees who have not filled out a hard copy timesheet for the period ending May 17th. If you have submitted your timesheet for the entire month, please disregard these submission instructions.

For those employees who do not have access to a computer, please communicate with your supervisor who will complete the timesheet for you.

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1. Click on the link for the appropriate color timesheet for your position
 - a. Buff for monthly employees – employees that work more than 20 hours per week
 - b. White for hourly employees – employees that work less than 20 hours per week
 - c. Orchid (purple) for playground supervisors, registered associates

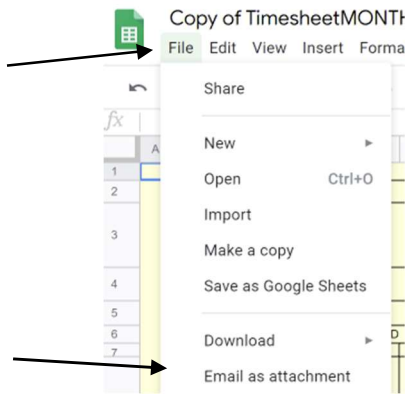
2. Click on the applicable link

3. Click on “Make a copy”



4. In the file, enter as you normally would:
 - a. Your ID #
 - b. Pay period from and to
 - c. Your Name
 - d. Your Job Title
 - e. Your worksite
5. Fill out your timesheet according to your assigned schedule
 - a. The columns will total automatically
 - b. In cells B9 and B23 (Month column), enter the applicable month and the figures will populate downward
6. Once your timesheet is completely filled out, be sure to enter your name in the employee signature box, along with the date

7. Go to file >> “Email as attachment”



8.

- a. Attach as: “PDF”
- b. To: your supervisor for approval (do not include Melissa Greenwood or Maria Hill)
- c. Subject: enter your last name, first name
- d. Message: not required, optional
- e. “Send a copy to myself”: click the box and click “send”

A screenshot of the 'Email as attachment' dialog box. It has a title bar 'Email as attachment'. Below it are fields for 'Attach as' (set to 'PDF'), 'To (required)' (empty), 'Subject' (filled with 'Hill, Maria'), and 'Message' (empty). At the bottom, there is a checked checkbox for 'Send a copy to myself' and 'Send' and 'Cancel' buttons. Black arrows point to the 'Attach as' dropdown, the 'To' field, the 'Subject' field, and the 'Send a copy to myself' checkbox.

For supervisors:

Once you receive the email from your employees:

1. Review for accuracy and completeness
2. If any changes need to be made, please advise the employee of the needed change and have them re-email you the timesheet
3. Ensure budget numbers are recorded for any extra time
4. Forward employee’s email to Maria Hill (maria_hill@myfsd.org) in Payroll
 - a. Your email will serve as approval in lieu of signature
 - b. If easier and IF all timesheets are in PDF format, the supervisor or principal may share a folder via google drive once all timesheets have been approved
5. For employees that have already submitted hard copy timesheets to you, please scan and email them to Maria Hill