



Paper Timesheets Guidelines

Paper timesheets are being used to pay stipends and to pay contracted employees overtime.

- For stipends, please include the date, the correct budget code and amount.
- For multiple budget codes, please submit one budget code per timesheet.

Skyward/True Time is being used for all hourly personnel including nutrition, assistants and sweepers. Skyward/True Time can also be used for contracted personnel in special circumstances such as after school tutoring, testing, bus duty, etc. For more information please see the Payroll webpage in “True Time/Skyward”

Filling out the Timesheet

- Please enter your name and employee ID#.
- Enter your Home Base School or Department and the Budget Code associated with the work performed.
- Enter the date of work, the location of work performed, and the type of work performed.
- Enter your hourly pay rate in the box at the bottom of the timesheet.
- Using the drop down menus enter employee start time, lunch start time, lunch end time (If lunch is taken) and the time work ended for the day. Time will be entered in 15 minute increments. Be sure to choose AM or PM as needed.
- The timesheet will automatically calculate daily hours, total hours, and total pay.

Turning in Timesheets

- Every employee must sign their own timesheet. Please sign timesheets in blue ink.
- Original timesheets should be sent to the Payroll Department. Please do not send copies to K-16 Directors for signatures. There is a chance that employees will be incorrectly paid when copies are forwarded to other offices.
- All timesheets should come to the Payroll Department with accurate calculations and appropriate approval signatures.