

Reporting Time using Paper Time Sheets

Work under Agreements for Services can be reported on Paper Time Sheets:

- 1) for workers who will not have access to a district-connected computer
- 2) for others who fail to report time promptly online

Online reporting can only be used during a current week. If time is not reported during a current week, then a paper time sheet must be used. This will delay payment due to the processing of the paper.

Please note:

- The account code on the paper time sheet must match the account code on the agreement
- A paper time sheet can only report time for a single week. The start date of the week is the Sunday; the end date is the Saturday. Paper time sheets cannot contain hours for days outside of the given week.
- A copy of the APPROVED agreement must accompany the paper time sheet. The copy must be printed on a single page
- All signatures are required BEFORE sending paper time sheets to payroll.
- Employees may NOT hand deliver their own timesheets. They must be routed through worker, supervisor, and budget authority for signatures BEFORE sending paper time sheets to payroll.
- Payroll office needs only white original copy of timesheet with agreement stapled to the back of the timesheet. (Site keeps yellow copy and employee keeps pink copy)
- Timesheet must show hourly or daily rate (dollar amount) on timesheet and on the agreement – don't write "per diem" as the payroll office does not have that information.
- Classified hours are NOT to be reported on paper time sheets (except for Fifth Block). Classified hours are reported on Oracle Self Service Timecards.