

**CERTIFICATED SPECIAL ASSIGNMENT TIMESHEET
CLASSIFIED MISCELLANEOUS TIMESHEET**

Employee/Supervisors Obligations and Responsibilities

The employee is responsible for completing the following sections of the time sheet:

- a. Social Security Number
- b. Name
- c. Month
- d. Site
- e. Date in which work was performed
- f. Description of work performed
- g. Total hours worked on the date indicated
- h. Employee signature. The employee's signature certifies that the statement of hours worked is true and accurate.

The principal/supervisor is responsible for filling in the budget information and approving the hours worked for each date as true and accurate. A separate time sheet must be appropriately completed and submitted for each individual approved to work.

The employee is responsible for obtaining the required signatures on the timesheet and submitting it to the District office. Timesheets are due in the District office by 5:00 p.m. on the first working day after the end of the month. Only the original, colored copy will be accepted by the Payroll Department.

For certificated personnel, all timesheets will be paid on the 15th day of each month and will be mailed to the employee's home address. For classified personnel, all timesheets will be paid on the end of the month and will be included in the employee's normal paycheck.