

TIME SHEET

Properly completed time sheets are extremely important. Following these guidelines will insure your satisfaction, as well as that of the office, that the time sheets have been correctly entered in a timely manner.

Light Blue → Para Professional (Salary Contract)

Yellow/Gold → Hourly Para Professional/Transportation (Hourly Contract)

Tan → Transportation (Salary Contract)

1. The top of the time sheet requires **Your Name, School District** and the **Week Ending** on Friday.
2. There are blocks labeled Monday through Friday with the top section for the morning reporting and the lower section for the afternoon reporting.
3. The small square below each morning and afternoon section is for the absent abbreviation. Those abbreviations are as follows:

S- Sick (Personal Illness)

FI- Family Illness or Death

PL- Personal Leave

TI- Teacher In-service (No Regular School Attendance)

PI- Para In-service

PD- Pay Deduct (if you must be gone during a regular school day for other than the above reasons.)

(You must fill out an absence form for ANY time you out of the classroom, i.e. in-service, personal illness, family illness, personal business, etc.)

4. There is an area near the bottom of the time sheet for any explanation. This will help me understand those times you are absent for reasons other than those listed above.
5. Last on the time sheet is the space for **Your Signature, Your Supervising Teacher's Signature** and the **Date** it is signed. Please be sure that both required signatures are on the time sheet before sending to the central office.
6. Time sheets **MUST** be turned in every week. Holding time sheets back **WILL** result in **Holding Your Paycheck.**
7. Make sure that you make a copy of the original time sheet before handing it in each week. That copy is for you to keep in your files.

If you have any questions, please don't hesitate to call me at the co-op office.

Thanks!

Bri Wehlage