TIMESHEET PROCEDURES

1. Substitute Teacher
2. Lunch Duty or Prep
3. After School Tutoring
4. Special Grant Activities
5. Game or Concession

***Note: There are 5 different Timesheets that will apply to different duties***

(Via email, please contact the Payroll department for current TIMESHEET TEMPLATES)
Timesheet Requirements

- Employee’s Legal Name (No nicknames or partial names)
- Current valid Account Codes (one code per timesheet)
- Principals signature
- Timesheets associated with EPO, Federal Programs or Heritage Center must be approved by appropriate program

EXAMPLE: Special Grant Activities Form

(Please note there are four (4) additional Timesheet Templates)

Once a timesheet has all appropriate information, it is submitted via email to payroll@centralschools.org

*Timesheet Due Date (EXAMPLE)*

<table>
<thead>
<tr>
<th>TIME PERIOD</th>
<th>DUE</th>
<th>PAYDATE</th>
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<tbody>
<tr>
<td>Sept. 1&lt;sup&gt;st&lt;/sup&gt; – Sept. 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5 p.m. Sept. 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Sept. 25&lt;sup&gt;th&lt;/sup&gt; Payroll</td>
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<tr>
<td>Sept. 16&lt;sup&gt;th&lt;/sup&gt; – Sept. 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5 p.m. Sept. 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Oct. 10&lt;sup&gt;th&lt;/sup&gt; Payroll</td>
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