

## Time Sheets

Time sheets for all school personnel, nutrition workers, assistants, and sweepers (hourly personnel):

All time sheets must include the name (as shown on social security card), correct social security number, dates, number of hours worked, rate of pay, type of job, and should indicate whether the employee is a student in Jordan School District.

1. Hours should be listed beside each day worked. The hours should be totaled and the amount included on each time sheets. Time sheets should be totaled in the schools.
2. Time should be in 15 minute increments.  
15 minutes = .25  
30 minutes = .5  
45 minutes = .75
3. Information is entered directly from time sheets into the computer, please be certain the information is correct. **All time sheets should come to payroll "pay ready."**
4. There will be no multiple time sheets for employees. Every employee must sign their own time sheet.
5. Time sheets need to be separate as far as which budget they are paid from. For example: Athletic Differential and Activity Differential are coded different and need to be on separate time sheets.
6. Originals should always be sent to the Payroll Department. Do not send copies to Executive Directors for signatures. There is a chance that the employee will get paid on more than one time sheet when copies are forwarded to other offices.
7. Time sheets to pay stipends must indicate such and include a date along with the budget numbers.
8. Do not project time to be paid on time sheets. The few exceptions are at the beginning of a school year when assistants would not be paid for over five or six weeks. The first month may be projected to the 15<sup>th</sup> of the month. We would not be paying them for time not yet worked as our payday is around the 25<sup>th</sup> of the month.
9. Time sheets that reflect "in and out" time should always be used for all employees that are paid hourly and by time sheet. They should also be used for any contracted employee being paid overtime. Make sure to deduct "lunch time."