

All time worked by a classified contracted employee, in addition to their contracted time shall be logged on a **GREEN Classified Time Claim**. Employees who are not on contract with the District, but are Classified, also need to use this form to record their time worked. Examples of this would be as follows:

Classified (contracted) employees who work more hours than their normal contract day.

Classified (contracted) employees who are eligible for out-of-class pay. (See CSEA Contract Article 6.6)

Classified (contracted and non-contracted) employees who substitute for a classified position.

Classified (contracted and non-contracted) employees who work overtime (more than eight (8) hours per day or work beyond five days in a week. Bus drivers should use this time sheet for summer school driving or yard duty. The regular work week, for purposes of determining overtime, begins on Monday and goes through Sunday.

All stipends (except that of extra duty).

Time claims must be filled out as follows:

- 1.) Date of Service.
- 2.) If filling in for an absent employee, please indicate the name of the employee you are subbing for. If not filling in for an absent employee, please identify the type of work performed.
- 3.) Location of the site where you performed the work.
- 4.) Record what time the extra work began and when it ended.
- 5.) Record the total number of extra regular hours worked.
- 6.) Record the number of overtime hours worked in a day that are in excess of eight (8) hours.
- 7.) Comments column should indicate the reason why the employee you were substituting for was away from their duties ie: **illness, personal necessity, jury duty, worker's comp, workshops or conferences**. This column should also provide information regarding any special funding that will be paying for the costs. Special funding includes monies from sources other than the district general fund such as: SPED, Title I, LOTTERY, etc. or an outside party to be invoiced. Failure to indicate this information may delay the processing of the pay claim and/or payment.
- 8.) The employee must print their name, sign and date the claim and write in their employee ID number.
- 9.) **Your time sheet must be approved by the secretary and signed and dated by the school site administrator where you worked.** The pay claim must be received by the District Office Payroll Department by the 25th of the month if the employee is a substitute, and no later than the last working day of the month if the employee is contracted with the District. **It is the responsibility of the employee to ensure their time claim is received by the Payroll Department.**