

TIMESHEET SUBMISSION PROCEDURES

The School Operations Manager (SOM) is responsible for the submission of all employee timesheets for his/her respective school each pay period.

Pay period dates and deadlines are listed in the attached Payroll Calendar.

On the last date of the pay period the SOM should:

1. Gather all school timesheets and group by program (Security, Substitute, etc).
2. Review each timesheet for completion and accuracy.
 - Check that total days/hours are corrected. In case of error the SOM should make the appropriate corrections and initial next to the changes.
 - Ensure that the employee signed and dated the timesheet. **Employee signature of approval is required in order for the employee to be paid.**
 - The SOM, Principal, Assistant Principal, or a designated program administrator may approve timesheets. The approver should be an administrator who has knowledge of that employee's attendance and hours. **Manager signature of approval is required in order for the employee to be paid.**
3. Complete the Payroll Summary form and attach to timesheets
 - Entry for each timesheet employee should include name, the position and/or program, and the total days or hours worked.
 - Timesheets for security officers should have a separate Summary Form
 - The Payroll Summary forms are attached.
4. Submit the summary and timesheets to the Finance office
 - SOM should submit by scanning and emailing to the designated payroll contact
 - If scanning is not available timesheets may be sent via fax
 - Submission should occur by the end of the day on the due date

Please note: a SOM may choose to have a front office staff member handle the submission of timesheets. This is an acceptable practice but the SOM is still responsible for the review, approval, and timely submission of all timesheets.

2010-2011 SECURITY PAYROLL SUMMARY

DATE RANGE.

NAME	DAYS WORKED	TOTAL HOURS

Preparer Name: _____

Preparer
Signature: _____

*SOM Signature: _____

*Only required if the SOM did not prepare the Payroll Summary Form