

**SAN LEANDRO UNIFIED SCHOOL DISTRICT**  
**Timesheet Instruction**

The employee is responsible for maintaining his/her timesheet(s) as follows:

- 1) **Print your name** (must use the name on your Social Security card).
- 2) **PSL** ( this is your employee I.D. number).
- 3) **Month and Year**
- 4) **Job Title** ( use a separate timesheet for different positions: IAs, Custodians',Substitutes Secretaries, Campus supervisor, Cafeteria workers, etc.)
- 5) **Site** (School site or Department)
- 6) **Program** ( List program name-if applicable)
- 7) **Budget #** (Office manager will write correct budget #).**WE CANNOT PROCESS WITHOUT CORRECT BUDGET NUMBER.**
- 8) **Sub for** (Give the person's name that you are substituting for.)
- 9) **Reason** ( Office Manager should indicate the reason for regular employee's absence. Any extra help must be pre-approval by HR. Dept.)
- 10) **From -To Hours (timeframe worked)**
- 11) **Total Hours (Substitute may not work over regular employee's assigned hours.)**  
*Example: Hour breakdown*  
 (1 hr = 1                      30 mins=.5    15 mins= .25 45 mins=.75)
- 12) **Approval** ( Full signature needs to be done daily by an Administrator)
- 13) **Employee Signature (must be signed to be paid)**
- 14) **Retain a Copy for your records.(Copies will not be made in Payroll Office)**

**Original approved Timesheets are due in the PAYROLL department on or before**  
**10th** of the month to insure warrant  
 distribution on the last working day of the month.  
*Failure to meet this deadline will result in delay of payment for 60 days.*

**Description of Timesheet to Use:**

<b>CSEA-EXTRA HOURS</b>	ALL Extra hours for ALL CSEA PERMANENT employees who work LESS than 7.5 hours a day
<b>CSEA-OVERTIME</b>	ALL Overtime hours for ALL CSEA PERMANENT who work MORE than 7.5 hours a day
<b>T/T -OVERTIME</b>	TEAMSTER & TRADE OVERTIME hours, above 7.5 hours a day
<b>CLASSIFIED SUB ONLY -</b>	<ol style="list-style-type: none"> <li>1) Yard Supervisors / Child Care</li> <li>2) Classified Substitutes ---- custodians, clerical, paraeducatorss, campus supervisor, cafeteria workers, etc.</li> <li>3) Translation hours----- For non-permanent employees. For Permanent employees, please use only for before and/or after scheduled hours.</li> </ol>
<b>CERTIFICATED EXTRA HOURS</b>	Extra hours worked for all certificated employees
<b>CERTIFICATED SUBSTITUTUES</b>	Certificated Substitute Teachers

# PAYROLL FAQ

## **When is Payday?**

Payday is the last working day of the month. Please reference the list of Pay Dates.

## **I'm a substitute, what days does my paycheck cover?**

Each paycheck covers the 11<sup>th</sup> of the first month to the 10<sup>th</sup> of the second month. These hours/days will be paid on the next payday, which is the end of the second month.

## **When are time sheets due?**

Timesheets are due, in the Payroll office, by the end of the day on the 10<sup>th</sup> of the each month.

## **Where do I pick up my paycheck/paystub?**

*Permanent employee:* Checks and pay stubs are delivered to the sites the morning of payday.

*Substitutes:* Checks and pay stubs are mailed to the address we have on file for you.

Note: During the summer and any other time when the schools are closed on paydays, the checks/paystubs will be mailed.

## **I forgot to pick up my check from my site on payday, where is it now?**

Approximately, three days after payday, any checks or pay stubs not picked up from the sites are sent back to Payroll.

## **My doctor is putting me off work for an extended period of time. Do I notify payroll?**

You need to turn in a doctor's off-work certificate to HR. This form will need to state the duration of your disability. Prior to your return, you will also need to provide a doctor's release to return to work to HR.

## **I am resigning from SLUSD. Will my accumulated sick leave be paid out to me?**

PERS and STRS regulations prohibit any district from paying out sick leave. However, it can be transferred to a new school district, county or city in California. Notify your new employer that you have sick days at SLUSD and they will send us a form for transfer. If you are retiring, your sick days will be forwarded to PERS or STRS and used to increase your service credit.

## **I recently changed my name and or moved. How do I change that information with the district?**

A Name/Address Change form is available on the SLUSD website. Please complete and give to Human Resources. Any changes must be turned in by the 10<sup>th</sup> of the month in order to take effect with that month's pay check.

## **How often can I change my Federal and or State withholdings?**

You can change your withholding (Federal form W-4 and CA form DE4) once a month. Any changes must be turned in by the 10<sup>th</sup> of the month in order to take effect with that month's pay check. Forms are available on the website or in the Payroll department. Please forward completed original forms to Payroll.