

Event Timesheet

School/Dept _____

Event Name _____

Please Print

**Complete only one column
PER PERSON!!**

	Employee # or SS #	Last Name, First Name	Date Worked	Event Position	Hourly rate	Stipend amount	Event Worker's Signature	Payroll Use Only
					# hours	# games		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Administrator Signature (Required) _____ Print Name _____ Date _____

Account Code ____ / _____ / 150-632 / _____ / _____

XX / XXX.XXXX.XXXXXX / 150-632 / activity / acct cat
(BOLD are required; activity and acct cat for funds 22 and 41 only)

Please attach all required *Contracts for Services* for this event.

Keep a copy for your records. **Please turn in immediately after the event.**

Basic information and instructions are on reverse. Contact the Payroll Office with questions, x5921.

Event workers who do not have a regular BVSD position must go through the appropriate hiring process prior to working events.

ALL Event Workers are to be listed on the *Event Timesheet* (please use additional sheets if necessary). Event pay for all workers is to be recorded on the *Event Timesheet*. Do not turn in a PS12 or other documentation (with the exception of the Contract for Services, see below).

Two Exceptions:

- **CHSAA officials** at the high school level, including BVSD employees who are also working as CHSAA officials, are **not** to be listed on the *Event Timesheet*; CHSAA officials should each have a contract for services. The Contract for Services form is available on the Accounts Payable—Staff Only page at www.bvsd.org.
- **In an emergency**, you may pay a non-employee ONCE per school year on a contract for services. S/he must go through the hiring process before working again.

Unit B employees working as Event Workers will be paid a stipend amount per game/event. All other workers will be paid an hourly rate. Stipend amounts for middle and high school events are available on the Payroll—Staff Only page at www.bvsd.org.

All other employees working as Event Workers are paid an hourly rate. Pay rates for these workers are available on the Payroll—Staff Only page at www.bvsd.org.

Pay rates for each employee must match the position listed. If they do not match, **Payroll WILL OVERRIDE** the amount to be in line with the pay rates specified on the Event Pay Rates sheet. If an exception is granted by Human Resources, please include an email or other documentation granting the exception with your event timesheet. If not included, the pay rate listed will be overridden.

Overtime for non-exempt employees is calculated by Payroll based on a blended rate of each employees' hourly rates. Office professionals, paraprofessionals, tutors, service workers, etc. are non-exempt and will be paid at an overtime rate if hours exceed 40 in any given week. You are not responsible for calculating overtime—simply list the actual hours worked for each event.

Non-exempt employees often perform essentially the same type of work at the event as in their regular assignment (examples are custodians doing clean-up, treasurers handling money from ticket sales, or security monitors doing crowd control). In these cases, the employees are paid their usual hourly rate for the additional hours. **These hours should be recorded on the regular weekly timesheets as additional hours** rather than on the Event Worker timesheets. Coordinate with your school/department timekeeper.

Pay Periods:

MONTH	PAYDAY
September	9/30/2010
October	10/29/2010
November	11/30/2010
December	12/17/2010
January	1/31/2011
February	2/28/2011
March	3/31/2011
April	4/29/2011
May	5/31/2011
June	6/30/2011
July	7/29/2011
August	8/31/2011

PAY PERIOD	
START	CUTOFF
8/15/2010	9/11/2010
9/12/2010	10/9/2010
10/10/2010	11/6/2010
11/17/2010	12/11/2010
12/12/2010	1/22/2011
1/23/2011	2/19/2011
2/20/2011	3/19/2011
3/20/2011	4/23/2011
4/24/2011	5/21/2011
5/22/2011	6/18/2011
6/19/2011	7/16/2011
7/17/2011	8/13/2011

Timekeeper: Completed *Event Timesheets* (with any required *Contracts for Services*) must be sent to Michele DeBerry immediately following the event.