

COUNTY OFFICE OF EDUCATION
1859 BIRD STREET
OROVILLE, CA 95965

BUTTE COUNTY OFFICE OF EDUCATION
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OROVILLE, CA 95965

EMPLOYING DEPARTMENT MUST COMPLETE

CHECK ONE: CERTIFICATED ☐ CLASSIFIED ☐
 REGULAR ☐ **OVERTIME** ☐

[illegible]

X

I CERTIFY THAT THE HOURS AND DAYS CLAIMED ARE CORRECT

X

X

***I CERTIFY THAT DAYS WORKED, HOURS POSTED, AND CODING ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

IDENTIFICATION NUMBER (Example: 0190XXXX)

First	MI	Last
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(NAME SHOULD BE THE SAME AS ON ORIGINAL PAPERWORK)

INSTRUCTIONS ON REVERSE

PRIOR MONTH		POSITION WORKED
DAY	HOURS	
26		
27		
28		
29		
30		
31		
*CURRENT MONTH		POSITION WORKED
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

TOTAL	(PLEASE COMPLETE)
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IMPORTANT MESSAGE: After faxing time sheets do not send original. This could cause a duplicate payment.

TIME SHEET INSTRUCTIONS

EMPLOYEE MUST COMPLETE AND SIGN THE TIME SHEET. ANY OTHER SIGNATURE IS NOT ACCEPTABLE. THE TIME SHEET MUST ALSO BE SIGNED BY A SUPERVISOR OR COORDINATOR EMPLOYED BY THE BUTTE COUNTY OFFICE OF EDUCATION. PLEASE PRINT FOR USE. FORM IS NOT SET UP FOR PC ENTRIES.

HOW TO REPORT HOURS OR DAYS WORKED

- Report number of hours worked, not time worked, i.e. 8:-1:30
- Teacher sub rates: 0-2.99 hours \$50 per day
 3-7 hours \$80 day

GENERAL INFORMATION

Report all hours in the appropriate column. **Do not** report hours to be paid in the comment column, as those hours will not be paid. Report actual hours worked on the day worked. **Do not** report hours or days on days not worked. For fractional hours, please round to the nearest quarter hour. See example below:

0 to 7 minutes	=	0
8 to 22 minutes	=	.25
23 to 37 minutes	=	.50
38 to 52 minutes	=	.75
53 to 60 minutes	=	1 hour

The pay period runs from the 26th of the previous month to the 25th of the current month. **Do not** record current months hours in the prior month section. This can result in delay of payment. Employees paid from the time sheets receive their check by the 10th day of the following month.

Print your name on the time sheet exactly as you filled out your employment papers. **Do not** use nicknames or abbreviations. Also, include your identification number. If you are a new employee and have not received your first paycheck yet, please use your social security number. Your identification number is located on your checkstub in the upper left hand corner under your social security number.

EMPLOYING DEPARTMENT SUPERVISOR COMPLETES:

OBJECT CODE and ORG KEY FROM CURRENT WORKING BUDGET

Our system does not accept transactions to non-existing or over spent budgets. Supervisor/Manager/Coordinators signature must be on the time sheet or it will be returned.

PLEASE NOTE: DELAY OF PAYMENT RESULTS WHEN THE PAYROLL DEPARTMENT CANNOT INTERPRET TIME SHEET BECAUSE IT IS ELIGIBLE OR HAS NOT BEEN COMPLETED ACCORDING TO THE PROPER INSTRUCTIONS.

Time sheets received after the deadline will be paid on or about the 20th of the month.

See Payroll webpage for deadline calendar and blank time sheet.

<http://www.bcoe.org/admin/payroll>