

CVES MISSION

Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.

Procedure for Completion of Timesheets

***ALL TIMESHEETS MUST BE COMPLETED AND SIGNED BY THE EMPLOYEE & SUPERVISOR. ***

USE OF SIGNATURE STAMP IS PROHIBITED

Please read the following carefully before submitting timesheets to avoid delays in receiving compensation for time worked. Incomplete timesheets may be returned and may cause a delay in payment until corrected.

1. Use “Hourly” or “Daily” timesheet in accordance with how your time was approved.
2. Employee information must be filled out completely:
 - Name (First, Middle, Last), Address, Employee ID #, (located on check stub)
 - School/Building Location (Home base school/building assignment)
 - Date (that time sheet is signed)
3. All appropriate *columns* must be filled out:
 - Date Worked
 - Name of staff member filling in for, when applicable
 - Responsibility/position (description of type of work done)
 - Time worked excluding meal breaks – indicate actual hours worked, excluding breaks
 - Days worked – indicate only half or whole days
 - Hours worked – total hours based on actual time worked

NOTES:

- Temporary, part-time, and 10 or 12-month salaried employees *cannot* submit for hours or days unless board approved. When additional time is board approved, the employee will be notified by Management Services of the number of days/hours approved. Time worked cannot exceed the time approved. If additional time is required, you must be board approved prior to the time worked.
- Certain 12-month employees may be pre-approved by the District Superintendent to work overtime hours as submitted on a *Timesheet Approval Form*.
- All time sheets must be submitted *no later* than 30 DAYS after time is worked.
- Make sure the dates listed on your timesheet fall within the time period covered, which is listed on the “*Submission Dates and Pay Dates*” memo. Only time FULLY COMPLETED can be included on a time sheet when it is submitted to your Director for approval.
- Submit timesheets to your division no later than your division’s submission date. If the timesheet is received after this date, it may cause a delay in payment.
- Time submitted more than 60 days after time worked may not be paid.

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