

			Sort #
Employee ID	Employee Name	Pay Period	
Location:		Position:	

Instructions (Detailed instructions are on the reverse side.)

1. Complete this timesheet daily in INK.
2. If you have more than one assignment at the same location you will need to complete a separate timesheet for each assignment.
3. If you work at more than one location in a pay period, you must complete a separate timesheet for each location.
4. Use the worksheet portion of this form to track the start and end times of your work (and absences, if applicable). Do not count time taken for lunch periods, breaks, etc., as hours worked.
5. Report all hours worked including overtime that is not Outside Use of Building (ICB) or School Event in the row marked Daily Hours Worked. For hours that are to be reported to ICB or School Event, write the hours in the appropriate columns in the bottom portion of the form designated as ICB or School Event.
6. Absences that are allowed for specific types of temporary employees are to be completed in the Absences section. DO NOT include these hours in the Daily Hours Worked. Get paid on time. DO NOT HOLD TIMESHEETS OR REPORT HOURS PAST THE SCHEDULED PAYPERIOD DATES. THIS COULD RESULT IN A DELAY OF PAY.

		WEEK ONE								WEEK TWO								COMMENTS
		SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI			
WORKSHEET	A.M.	START																
		END																
	P.M.	START																
		END																

DAILY HOURS WORKED—Write the actual hours worked each day in the day columns below.

DAILY HOURS WORKED	PAY CODE															BIWEEK TOTAL		
	TPT																	

ABSENCE HOURS—Write the absence hours in the day columns below.

ABSENCE	PAY CODE																	

OUTSIDE USE OF BUILDING (ICB) OR SCHOOL EVENTS—Write the hours in the day columns below.

ICB	PAY CODE																	
Regular Rate																		
Time and 1/2																		

FRACTION OF HOUR
Report fractions of an hour

MINUTES WORKED	REPORT TENTHS
0–05	.0
6–11	.1
12–17	.2
18–23	.3
24–29	.4
30–35	.5
36–41	.6
42–47	.7
48–53	.8
54–59	.9

ABSENCE PAY CODES

EMR Emergency (lunch hour aides only)
 SNA Sick Leave
 BIN Bereavement Immediate
 BON Bereavement Other
 HLN Holiday Leave (Summer)

OUTSIDE USE OF BUILDING (ICB) AND SCHOOL EVENT PAY CODES

OUR Outside Use at Regular Rate
 OUP Outside Use at Time and 1/2
 SEP School Event at Time and 1/2
 SER School Event at Regular Rate

SIGNATURES

This is to certify that I have worked the hours shown and that payment has not been received for any of the above hours. For employees funded by project(s) and grant(s). I certify that I worked on such grant activities.

Employee Mo. Da. Yr.

This is to certify that I have examined the above report and found it to be correct. It has been completed in accordance with MCPS policies and procedures. For employees funded by project(s) and grant(s). I certify that the employee worked on such grant activities.

Supervisor Mo. Da. Yr.

INSTRUCTIONS TO EMPLOYEE FOR COMPLETING TIMESHEET

1. Complete this timesheet daily. Enter only hours actually worked, Do not count time taken for lunch periods, breaks, etc. as hours worked. If you are eligible for sick leave, DO NOT ADD HOURS REPORTED FOR ABSENCES TO DAILY HOURS WORKED.
2. Blank Timesheets: Complete the top part of the form with the correct employee ID, name, location, position, and pay period dates. It is critical that position to be completed. Contact your timekeeper for this information if necessary.
3. Complete a separate timesheet for each assignment and each location worked.
4. Worksheet Section: this section is available for your use to account for actual time worked. Report time worked each day, noting time worked in the a.m. and p.m.
5. Report daily hours worked and absence hours as instructed under "Reporting Your Time" below.
6. On the last day worked during the current pay period, sign the timesheet in ink. Attendance and pay will not be processed until the timesheet is properly signed. The supervisor is responsible for reviewing the timesheet for completeness and accuracy.
7. Once the supervisor has signed the timesheet it should be submitted to the timekeeper.
8. You may want to photocopy the timesheet to keep for your own records. This may help if you have any questions about your paycheck.

REPORTING YOUR TIME

Reporting hours. There are three sections for reporting hours: Daily Hours Worked, Absence Hours, and ICB Hours. Within each section, there is a column to designate a pay code and then a column for each day of the pay period where the hours are to be reported. The pay code is a three-character code, which indicates the type of hours being reported. A list of the pay codes and their descriptions are on the front of the timesheet. Temporary Part Time Employees Pay code is preprinted as TPT.

- **Daily Hours Worked**—Write the hours worked pay code and all hours worked each day.

Overtime Work: Overtime hours (with the exception of outside use of building overtime) should be included in the daily total of hours worked (TPT). Any hours worked over either (8) hours a day or 40 hours per week will automatically process as time-and-a-half, *except for employees who are exempt from overtime.*

- **Absence Hours**—Report allowed absences in the rows specifically marked for absences.

Sick Leave: DO NOT REPORT APPROVED SICK LEAVE HOURS AS DAILY HOURS WORKED.

Sick Leave may be reported by ten-month supporting services employees working as temporary employees during the summer months or Evening High School teachers.

Emergency Leave: Lunch Hour Aides only

- **OUTSIDE USE OF BUILDING (ICB)**—Report hours worked that are for outside use of building in the two rows designated for this. You must separate the regular rate hours from the hours to be paid at time-and-a half.