INSTRUCTIONS FOR TIME SHEET

1. By using either pen or a computer enter Name, Position and Work Location. Make sure name also populates on the right side. Timesheets completed in pencil will be sent back to location/supervisor.
2. Record time on a daily basis including start time, time out for lunch, time returned from lunch and ending time of day worked. Include A.M. or P.M. after each recorded time.
3. Employees on benefits put regularly scheduled time in the Regular Hours Worked column.
4. Enter any number of additional hours worked in addition to regularly/prorated scheduled time in the Additional Hours Worked column.
5. Explain any variance to schedule, i.e. stayed for meeting, holiday, snow day, etc.
6. Record total hours worked for weekly period of Sunday through Saturday.
7. Total all hours per column. The total Weekly Hours should equal the Total Regular Hours Worked plus Aditional Hours Worked, if any.
8. Sign and date time card. Supervisors must sign the Approved By line.
9. Any part of an hour worked is recorded in quarters of an hour. Following is a chart showing the numbers used for the part of an hour worked.

****   Beginning July 1, 2021, WSD3 will use the 1/4 hour method for tracking time.

If you start work with the minutes between:

53 and 07, put the top of the hour on the time sheet.

08 and 22, would be 15 minutes after - use 0.25.

23 and 38, would be the half hour - use 0.50.

39 and 52, would be 45 minutes - use 0.75.

	Examples
:53 - :07 minutes = 0.00	7:53 - 8:07 = 8:00 AM
:08 - :22 minutes = 0.25	8:08 - 8:22 = 8:15 AM
:23 - :38 minutes = 0.50	8:23 - 8:38 = 8:30 AM
:39 - :52 minutes = 0.75	8:39 - 8:52 = 8:45 AM

Non-benefited employees can put their time in the Regular Hours Worked column unless that time exceeds eight hours.