PINER-OLIVET UNION SCHOOL DISTRICT TIMESHEET (Extra Hours/Subbing)

FISCAL YEAR 2026-2027

Employee Name: _____ **Site Administrator Initials:**_____ **Work Site:** _____

All Time Sheets submitted MUST BE pre-approved and initialed by your administrator. The EMPLOYEE is responsible for getting the timesheet initialed and to the District Office in a timely manner.

- All timesheets must be submitted for processing no later than **3:00 p.m. on the 1st day of the following month (Ex: December hours due by January 1st).** ***Employees are responsible*** for ensuring that timesheets are submitted before this deadline.
- **Make a copy for your records. (Please see the reverse side for instructions and important information.)**
- CALLBACK TIME: Must be initialed by site admin for each entry (Please see information on reverse side for details)

Date worked/ Subbed	Your position or Employee Subbing for	Time In	Time Out	Lunch (Min/Hr)	Time In	Time Out	Total Hrs	ADMIN ONLY CODE#	DESCRIPTION OF WORK	Account Line *(For Payroll Use Only)*
Example #1 1/10/23	***Mr. Smith***	***8:00 AM***	***12:00 PM***	***30 min***	***12:30 PM***	***3 PM***	***6.5 Hrs***		***Worked Mr. Smith's Full Day Certificated Schedule***	
Example #2 1/24/23	***Food Service***	***10:00 AM***	***11:00 AM***				***1 Hr***		***Food Service Training***	

FOR PAYROLL PERSONNEL ONLY **TOTAL:** • **ESCAPE** • **SPREADSHEET**

Memo

To: All District Employees

From: Payroll

Date: July 1, 2026

Re: 2026-27 Timesheets

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All timesheets must be submitted for processing no later than 3:00 p.m. on the 1st of the following month. If the 1st day of the month falls on a non-business day, the timesheet will be accepted the next business day (Ex: December hours due by January 1st). Employees are **responsible** for ensuring that timesheets are submitted before this deadline. **IMPORTANT: If you are unable to get your timesheet to the district office by the above deadline, it will be processed on the next supplemental pay period.**

1. Please email timesheets to the Payroll Tech at payroll@pousd.org or send an original copy through the district mail.
2. Timesheets that are submitted **without the signature of the employee and the site admin will be returned to the employee for completion**.
3. The information on the timesheet needs to be accurate, legible, and filled out (i.e. date, time in/time out, detailed description, and name of employee if subbing). Please do not include the lunch in the total hours worked.
4. Timesheets must be turned in the same month the work is performed. Please don't hold on to timesheets.
5. Please use the current fiscal year timesheet as noted at the top of the timesheet.
6. CALLBACK TIME: Any classified member called back to work after completion of their regular assignment for an unplanned event or emergency purpose shall be compensated for at for at least two (2) hours of work at the appropriate rate of pay under this Agreement (Article 14 Section 14.9) and may be assigned to any work available during these two (2) hours.

A few things to keep in mind. It is the **LAW** that **ALL** employees take their lunch if required to do so per their schedule. **Overtime hours must be approved prior to being worked.**

Thank you in advance for ensuring a smooth process for everyone.