

TIMESHEET ENTRY INSTRUCTIONS

Due to ORS reporting regulations, time worked must be submitted in accordance with the Timesheet Pay Schedule for compensation. Follow the Timesheet Pay Schedule. Be aware of cut-off dates for authorization. The Timesheet Pay Schedule can be found on the WCS Document Depot under Payroll.

Warren Consolidated Schools
Payroll Department

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*Substitute teachers that are paid through the Aesop program will **NOT** complete an on line time sheet.*

Warren Consolidated Schools

Payroll Department

These instructions are available on the WCS web page under Employees and Payroll.

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Payroll Coordinator	Sheryl Tingley	78133	586-698-4144
WEA	Kathy Arsenault	78132	586-698-4143

WAA	Kathy Arsenault	78132	586-698-4143
Preschool and Adult Ed	Kathy Arsenault	78132	586-698-4143
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1346	Jan Hanks	78131	586-698-4142
Lunch Supervisors	Jan Hanks	78131	586-698-4142
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The timely submissions of time sheets are the employee's responsibility allowing time for the proper approval. The payroll department encourages employees to use the calendar and to follow-up on the status of their time sheet prior to the date of expected deposits.

Example:

EARNING PERIOD	TIMESHEET TO Administrator by Friday	TIMESHEET APPROVED by Midnight Tuesday	PAYDATE
September 4 – September 17	September 17	September 21	October 1
September 18 – October 1	October 1	October 5	October 15

****Tip:** View your time sheet on September 22. The pay date of October 1 should be on your time sheet.

Page 11: explains how to view the pay date on a time sheet.

The screenshot shows the Warren Consolidated Schools website. At the top, the header includes the school name, address (31300 Anita | Warren, MI 48093), phone number (888-4WCS-KIDS), and a search bar. Below the header is a navigation menu with links for District Information, Schools, Employment, and Contact us. A banner below the navigation reads "Where Children Succeed" with an image of children. A "Quick Links" section contains buttons for District, Board of Ed., Community, Parents/Students, Financial Info., and Employees. The Employees button is highlighted with a callout bubble labeled "Employees". Below the navigation is a "Blue Ribbon Exemplary School" award logo and text describing the school's achievements. To the right of the award text is a "Document Depot" menu with various links, including "Secure Employee", which is highlighted with a callout bubble labeled "Document Depot". Other menu items include "Employee News and Information", "Human Resources", "Curriculum & Instruction", "Payroll", "IT Support Request", "Calendar", "Power School", "TieNet", "Data Director", "Aesop", "Contact Information", "Building Use Form", "Publicity Request", "Groupwise Email", "Class of 2011", "Virtual Field Trip Form", and "Before and After School". At the bottom of the page, there are social media icons for Facebook, Twitter, and WPC (Warren Consolidated Schools), along with logos for "Payments Gateway", "Renewable Energy Institute", "BAE", "TACOM & Detroit", and "Help Within the Community".

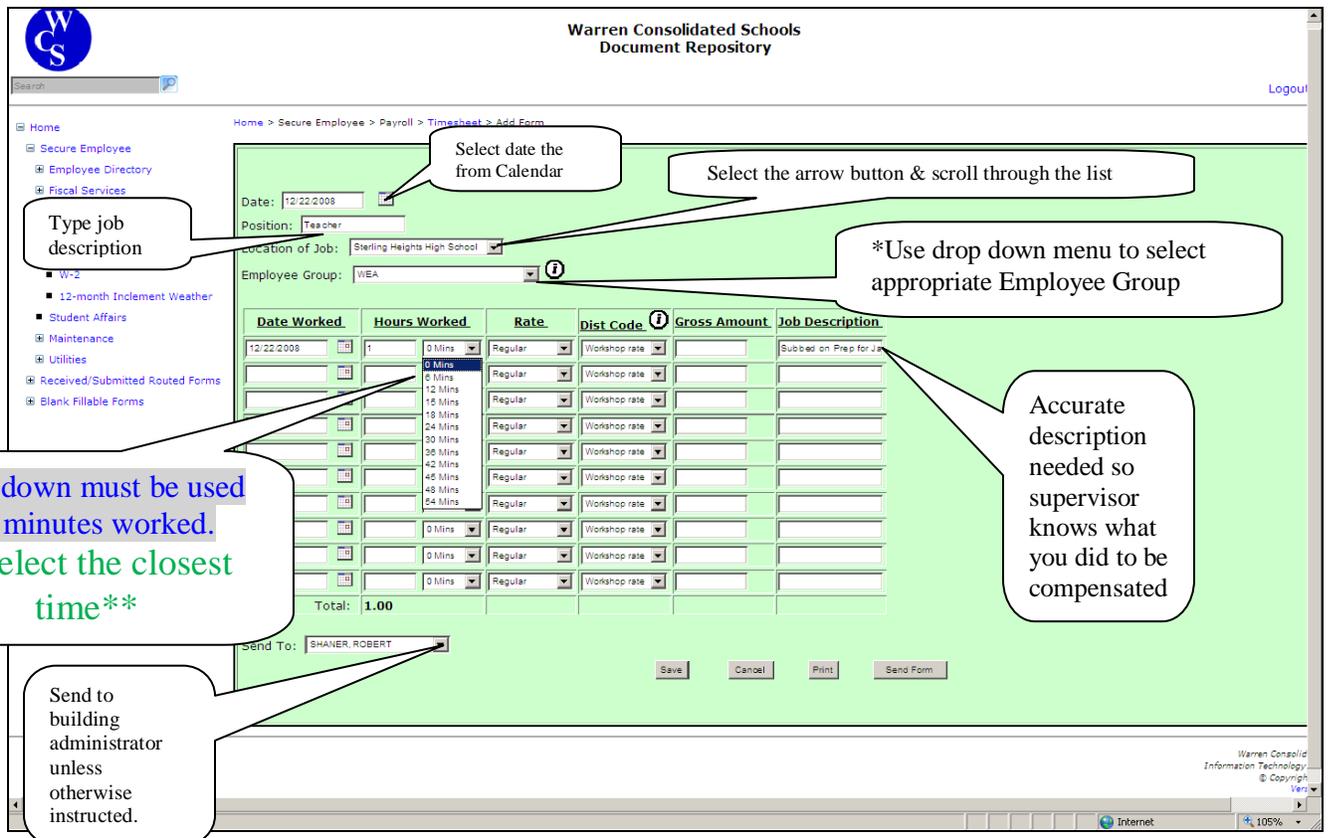
Employees..... Document Depot

Answer *Ok* for security alert, or you may check the box, *In the future, do not show this warning.*



Login: This is your computer log in for the district. If you do not have a login and password or can not get your current login/password to work, contact the information technology department (IT) at ext. 1111 or 698-4164.

Answer the security question. Tip: Your answers are found in utilities, profile.



Top portion of the screen:

- **Date:** Select from the calendar (this is the date of timesheet entry) or type in date.
- **Position:** Type in your job description.
- **Location of Job:** Use arrow for drop down menu to select or type.
- **Employee Group:** Use arrow for drop down menu *(use i to obtain information on all categories)*

Lower portion of the screen:

- **Date:** Select the calendar and choose date worked or type in the date.
- **Hours Worked:** Enter hours worked (**Must use the arrow for minutes which are in increments.**)
- **Rate:** Regular is defaulted. Time & ½ and double time are available.
- **Dist (distribution) Code:** defaulted to Workshop for WEA.

Tip: Each employee group contains different distribution code(s) use the *i* button for additional descriptive information

- **Job Description:** Accurate account of what you did. 100 character spaces available.

Review all the information

- **Select the administrator** to authorize the time sheet.
- **Send** the form to building administrator unless otherwise instructed.

If there are more dates to be included in the particular pay period, the timesheet may be saved and additional information added as needed.

****Due to ORS reporting regulations, time worked must be submitted in accordance with the timesheet schedule for compensation****

Tip: Follow the timesheet schedule. Be aware of cut-off dates for authorization.

**The timesheet schedule is on the WCS home page as follows:
 Employees..... Payroll Timesheet Pay Schedule**

Employee Group 1346

Distribution code

01 Normal
02 Pay Differential
SH Summer Help

1815

01 Normal
02 Pay Differential
SH Summer Help

Adult Ed

BU Adult Ed. hourly rate

After School Locker Room Aid

LR Contracted After School Locker Rm Aides

Co-Op

HR Hourly Rate

Convalescent Care/Home Tutor

HT Home tutoring

E/C Preschool Aide Sub for Teacher

02 Diff'l for acting as Preschool Teacher

Early Childhood

LK Latchkey
LS Latchkey Sub
PU Preschool Aide
PS Preschool Aide Substitutes
PT Preschool Teacher
KS Preschool Teacher Sub
WF World of Fours
WG World of Fours Teacher Substitute

Game Supervisor/Intramurals/Other

03 Activity Total

Grounds Summer Help

SH Grounds Summer Help

Lunch Supervisor

NA Lunch Supervisor

Medication Supervisor

MS Medication Supervisor

Non-Union Clerical

P contracted hourly rate

PAC

CE Performing Arts Center

Pedestrian Assistant

PA Pedestrian Asst

Substitute Clerical/Classroom Aides

CS Clerical Substitute
SS Substitute for Classroom Aides

Substitute Custodian

SC Substitute Custodian

Substitute WEA

WS Workshop Rate

WEA

WS Workshop rate

It is advisable to go back into the forms and view the timesheet just submitted.

*****You should see the status has changed to submitted*****

Select Timesheet. Make sure the employee group, dates, hours/minutes, distribution code, and job description are correct.

Check the Status:
Submitted,
Not Submitted,
Authorized, and
Denied

No	Form Date	Dates	Status
19775	11/18/2009	11/18/2009, 11/18/2009	Authoriz
13878	9/9/2009	9/7/2009	Denie
13168	9/7/2009	9/7/2009, 9/8/2009	Submitt
13169	8/19/2009	9/8/2009	Denie
13167	8/19/2009	9/2/2009, 9/2/2009	Not Subm
13166	8/19/2009	8/19/2009	Not Subm
13160	8/19/2009	8/5/2009	Not Subm
13158	8/19/2009	8/18/2009	Not Subm
13080	8/13/2009	8/16/2009	Not Subm
12899	8/6/2009	8/5/2009	Denie
8819	5/11/2009	5/11/2009	Denie
7828	4/28/2009	3/30/2009	Denie
7492	4/22/2009	3/30/2009, 3/31/2009, 4/1/2009, 4/2/2009, 4/3/2009	Submitt
6609	4/2/2009	4/1/2009	Not Subm
6353	3/27/2009	3/19/2009	Denie
5490	3/5/2009	3/3/2009, 3/4/2009, 3/12/2009	Not Subm
4538	2/5/2009	2/5/2009	Denie
4537	2/5/2009	2/5/2009	Denie
4306	1/29/2009	1/29/2009	Denie
3338	1/7/2009	1/4/2009	Denie

Once fully authorized the pay date will be inserted on the timesheet under the pay date column.
*****You must select and open the time sheet to view the pay date*****

*****This step is important. If your time sheet is authorized after the cut-off date the system automatically places it into the next pay date. If you see your pay date is not for the current pay period, view the history and make sure that you submitted it on time.*****

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description	Pay Date	Acct No
11/18/2009	1h 18m	x1.0	Normal		Balance of Straight time for working conferences	1/21/2011	211387
11/18/2009	3h 30m	x1.5	Normal		Conferences overtime hours	1/21/2011	211387
Total:		4.80					

Administrator	Date	Status	Clerical	Date	Status	Acct No
ZZZZZZ, ZZZZZZ	1/5/2011	Authorized				
ZZZZZZ, ZZZZZZ	1/5/2011	Authorized				211387

Status: **Authorized**

Return – back to main timesheet screen.

Print – prints a copy of the timesheet.

History – shows the history of the time sheet. This will show all the details of the authorization.

Retract – allows employee to pull back the timesheet, an employee will be asked “Are you sure?”

****Retract is not available once a timesheet has been fully authorized*.***

***CONFLICT SCREEN*:**

Warren Consolidated Schools Document Repository

Home > Secure Employee > Payroll > Timesheet > Add Form

Timesheet Form - Add

Date: 04/21/2009
 Position: Latchkey Substitute
 Location of Job: Susick Elementary
 Employee Group: Early Childhood

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
9/7/2009	2 30 Mins	Regular	Latchkey Sub		Subbed for Janice Doe
	0 Mins	Regular	Latchkey		
	0 Mins				
	0 Mins				
	0 Mins	Regular	Latchkey		
	0 Mins	Regular	Latchkey		
	0 Mins	Regular	Latchkey		
	0 Mins	Regular	Latchkey		
	0 Mins	Regular	Latchkey		
	0 Mins	Regular	Latchkey		
Total:	2.50				

Send To: ZZZZZZ, ZZZZZZ

Buttons: Save, Cancel, Print, Send Form

Once the Send Form button is selected the conflict screen will appear.

Warren Consolidated Schools Document Repository

Home > Secure Employee > Payroll > Timesheet > Form Conflict

Timesheet Form - Conflict

Name: ZZZZZZ, ZZZZZZ

Form #: 34560 Location: Susick Elementary History

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
9/7/2009	2h 30m	X 1.0	Latchkey Sub		Subbed for Janice Doe

Form #: 13168 Location: Angus Elementary History

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description	Pay Date
X 9/7/2009	2h 0m	X 1.0	Medication Supervisor		Dispensed Medication	
9/8/2009	2h 0m	X 1.0	Medication Supervisor		Dispensed Medication	

Send To: ZZZZZZ, ZZZZZZ Status: Submitted

Comment:

Buttons: Acknowledge, Cancel

Both forms are displayed to easily identify hours and job description for submission. Click the *History* for details.

If you do two jobs/activities on the same day, explain this in the comment box.
****A comment must be entered****

Select Acknowledge and the time sheet will be submitted to the supervisor.

Cancel does not send the form to the administrator.

Tip: On the cut-off date, review your time sheets for authorization status.

Administrators have until midnight to authorize. If your time sheet has been denied *an email should have been sent to the employee with the reason*. If necessary, make the corrections and resend. The **history** section will show the comment of why a timesheet is denied.

Forms Waiting to be Authorized...

Timesheet Forms

No	Form Date	Dates	Status
19775	11/18/2009	11/18/2009	Authorized
13878	9/9/2009	9/7/2009	Denied
13168	9/7/2009	9/7/2009, 9/8/2009	Submitted
13169	8/19/2009	9/8/2009	Denied
13167	8/19/2009	9/2/2009, 9/2/2009	Not Submitted
13166	8/19/2009	8/19/2009	Not Submitted
13160	8/19/2009	8/5/2009	Not Submitted
13158	8/19/2009	8/18/2009	Not Submitted
13080	8/13/2009	8/16/2009	Not Submitted
12899	8/6/2009	8/5/2009	Denied
8819	5/11/2009	5/11/2009	Denied
7828	4/28/2009	3/30/2009	Denied
7492	4/22/2009	3/30/2009, 3/31/2009, 4/1/2009, 4/2/2009, 4/3/2009	Submitted
34560	4/21/2009	9/7/2009	Not Submitted
6609	4/2/2009	4/1/2009	Not Submitted
6353	3/27/2009	3/19/2009	Denied
5490	3/5/2009	3/3/2009, 3/4/2009, 3/12/2009	Not Submitted
4538	2/5/2009	2/5/2009	Denied
4537	2/5/2009	2/5/2009	Denied
4306	1/29/2009	1/29/2009	Denied
3338	1/7/2009	1/4/2009	Denied

Authorizing Forms

No	Submit Date	Loc	Employee	Dates	Status
13160	03/03/2009	4500	ZZZZZZ, ZZZZZZ	03/03/2009, 03/03/2009	Not Submitted

Timesheet Form - View

Form No: 19775
 Date: 11/18/2009
 Name: ZZZZZZ, ZZZZZZ
 Position: Special Ed. Aide
 Location of Job: Sterling Heights High School
 Employee Group: 1815

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description	Pay Date	Acct No
11/18/2009	1h 18m	x1.0	Normal		Balance of Straight time for working conferences	1/21/2011	211387
11/18/2009	3h 30m	x1.5	Normal		Conferences overtime hours	1/21/2011	211387
Total:		4.80					

Administrator History

Administrator	Date	Status	Clerical	Date	Acct No
ZZZZZZ, ZZZZZZ	1/5/2011	Authorized			
ZZZZZZ, ZZZZZZ	1/5/2011	Authorized			211387

Status: Authorized

Return Print History

Warren Consolidated Schools
Document Repository

Search Logout (testid)

Home > Secure Employee > Payroll > Timesheet > Add Form

Timesheet Form - Add

Date: 1/13/2011
 Position: Lunch Supervisor
 Location of Job: Suslok Elementary
 Employee Group: Lunch Supervisor

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
1/13/2011	2	Regular	Lunch Supervisor		Noon Aide
1/13/2011	1	Regular	Lunch Supervisor		Parking Aide
1/14/2011	2	Regular	Lunch Supervisor		Noon Aide
		Regular	Lunch Supervisor		
		Regular	Lunch Supervisor		
		Regular	Lunch Supervisor		
		Regular	Lunch Supervisor		
		Regular	Lunch Supervisor		
		Regular	Lunch Supervisor		
		Regular	Lunch Supervisor		
		Regular	Lunch Supervisor		
Total:				5.00	

Send To: zzzzzzz zzzzzzz

Save Cancel Print Send Form

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Lunch supervisors may work in the lunch room and do parking lot supervision. This should never exceed 4 hours in one day. If you would like to separate the duties, it could be done on two lines or the combined time is acceptable provided it is indicated in the Job Description section.

Parking lot aides must use the lunch supervision employee group.

Medication Supervision

Always use the Medication Supervisor employee group to be paid the proper rate. If you act as a parking lot aide during lunch, it must be entered on a separate time sheet because the employee group changes to Lunch Supervisor. Working as an aide in the parking lot is a different rate of pay and must be entered using the appropriate employee group.

Warren Consolidated Schools
Document Repository

Home > Secure Employee > Payroll > Timesheet > Add Form

Date: 1/13/2011
Position: Medication Supervisor
Location of Job: Suslok Elementary
Employee Group: Medication Supervisor

This employee group must be used for the dispensing of medication.

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
1/13/2011	1	Regular	Medication Supervisor		Dispensed Medication
1/14/2011	1	Regular	Medication Supervisor		Dispensed Medication
1/17/2011	1	Regular	Medication Supervisor		Dispensed Medication
Total:		3.00			

Send To: ZZZZZZ ZZZZZZ

Save Cancel Print Send Form

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Warren Consolidated Schools
Document Repository

Home > Secure Employee > Payroll > Timesheet > Add Form

Date: 1/13/2011
Position: Lunch Supervisor
Location of Job: Suslok Elementary
Employee Group: Lunch Supervisor

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
1/13/2011	1	Regular	Lunch Supervisor		Noon Aide
Total:		1.00			

Send To: ZZZZZZ ZZZZZZ

Save Cancel Print Send Form

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Read the conflict section... Acknowledgement is necessary to submit time for the same date.