

Warren County Schools  
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Warrenton, NC 27589  
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Superintendent Memo  
Adm. No. 15A  
November 4, 2005

ADMINISTRATIVE

TO: All Principals and Directors  
CC: Dr. Ray V. Spain  
FROM: Iris M. Ginn, Finance Director  
SUBJECT: Timesheets

The timesheet has been redesigned with a separate time sheet for dual employees. Dual employees are defined as individuals working in two (2) positions such as an aide and bus driver. SL - sick leave, PL - professional leave, AL - annual leave, BL - bonus leave, H - holiday, and C- compensation time are to be indicated in lieu of attendance time.

Classified staff members should write their AM start time, their stop time for lunch, their PM start time and stop time when they finish work. Dual employees should enter their AM start and stop time as a bus driver, follow the instructions for classified staff above for Basic Employment and enter their PM start and stop time as a bus driver. If a supervisor requests classified staff members to work beyond the regular school day, staff members should write down their night start time and their stop time when they complete their job. Time sheets are to reflect a TOTAL per week and a GRAND total as indicated with the signature of the employee and a signature of the Principal or designee.

Due to the work week beginning at 12:01 a.m. on each Monday morning and ending at 12 midnight on Sunday night, staff members are to document time for the entire month. Employees are to restate the past incomplete week in the previous month as well. Example: October ended Monday, October 31<sup>st</sup>. November time sheet would begin October 31<sup>st</sup> and end November 30th.

Timesheets should be completed by each employee on a monthly basis and signed by that employee. The employee's principal or supervisor shall sign each time sheet certifying time worked. Each principal and secretary will be responsible for verifying the accuracy of the timesheets before submission. Falsifying information is grounds for dismissal. The original signed timesheet should be forwarded to the Finance Department. If it is a dual employee time sheet, a copy should be forward to the Transportation Department along with the Bus time sheets. It will be the responsibility of the employee to make a copy of the timesheet if he/she desires one. The submitted timesheet will be used to calculate regular and overtime pay.

Timesheets will be due in the Finance Department on the 4th working day of the following month to be paid in the mid-month run. If this schedule is not met, an employee's pay check may be delayed until the next pay period. Please note that staff members do not get paid for a lunch period. The revised timesheets are to be used beginning with the month of November 2005. This timesheet form can be downloaded from the district Web site or requested from the Finance Department.

Please contact me or Delbera Kearney or Delores Ayscue if you have any questions or concerns.

Attachments: Revised Timesheet  
Dual Timesheet