



\*CSUDH Students: no more > 20 hours per week\* \*Non CSUDH Students: no more > 25 hours per week\*

# TIMESHEET 2019

<b>NAME:</b>	<b>SCHOOL NAME:</b>
<b>ORIGINAL TIMESHEET:</b> must have all reported hours signed-off and Tutors require to hand-deliver the original immediately <u>at the end of each pay period deadline</u> ; the next business day on Mondays, no-exceptions.	PROGRAM: <b>PROJECT REACH</b>

**IF YOU HAD NO MEAL PERIOD; WRITE A LINE ACROSS; BOTH LUNCH OUT & LUNCH IN. COMPLETE A MEAL WAIVER IF WORKED MORE > 5 HRS WITHOUT A MEAL PERIOD.**

Day	Month	Date	TEACHER SIGNATURE	START TIME	Lunch Out	Lunch in	END TIME	TEACHER SIGNATURE	DAILY TOTAL HOURS
SUN									
MON									
TUE									
WED									
THU									
FRI									
SAT									
SUN									
MON									
TUE									
WED									
THU									
FRI									
SAT									
<i>I hereby certify that the hours recorded above reflect a true and accurate record of the services rendered and payment is in order.</i>								<b>ENTER TOTAL HOURS FOR THIS PAY PERIOD:</b>	

\*Rev 01.01.2019

<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>
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All Tutors require to clock in and clock out including meal periods using an electronic timekeeping system (Paychex); however, in addition to using the electronic timecard to record your daily hours will still require completing a paper timesheet for each pay period for the teacher to sign-off and hand-deliver original timesheet by the payroll deadline. **Emailing hard copy timesheets will no longer be accepted to report your hours for payroll to process payment, unless authorized by Payroll or HR Services; therefore, it is imperative that you clock in and out at all times for accurate payroll payment.**

➤ **TIME PUNCH EDIT REQUEST:** must be done immediately or on or before the timecard due date, email to [csi3timesheets@csi3.org](mailto:csi3timesheets@csi3.org) write an explanation for the miss punch or error and attach the hard copy timesheet which must be signed-off for the date(s) requesting the time approver to edit a time punch; habitual/frequent miss punch edit request are subject to disciplinary action, up to and including termination.

**Note:** on the email subject line write: Edit punch, name & date of miss or error punch (Example - Edit punch, Jane Doe 01/02/19)

➤ **To Report an Absence, regardless if eligible or not eligible for sick pay and if eligible, submit through Paychex the time-off request:**

✓ Employees require to report and email un-schedule absence notice each day absent; unless time-off request has been approved in advance.

✓ Must Email an absence notice to supervisor and other designated individuals; include on the subject line; complete name and date of absence

(Example – John Smith Absence 01/02/2019) **notify all individuals in one email and send to:**

1. [tutors@csi3.org](mailto:tutors@csi3.org) (Supervisor, Sandra Ramos)
2. [csi3timesheets@csi3.org](mailto:csi3timesheets@csi3.org) (Payroll/Timekeeper)
3. Teacher and/or coach (School District)