

Instructions for Conference Hourly Payroll Employees

Frequently Asked Questions

1. How do I fill in the time sheet?
 2. How do I calculate the hours on the time sheet?
 3. What is the procedure for working overtime hours?
 4. When do I need to turn in my time sheet?
 5. When do I get paid?
 6. When I substitute teach or work as a replacement teacher, can I record my time on the time sheet?
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1. How do I fill in the time sheet?

- a. **Fill in the time sheet completely. The only exception is the “New Address”.**
- b. “New Address” – change of address only.
- c. “Hourly Rate” – record current hourly rate. If the hourly rate changes, we must receive board minutes indicating the hourly rate change.
- d. “Supervisor’s Signature” – the time sheet **MUST** be signed by the supervisor.
- e. “Place of Employment” – this **MUST** be filled in.
- f. “For Office Use Only” – for the Conference Office use only.

2. How do I calculate the hours on the time sheet?

- a. 15 minutes record as 0.25 hours.
- b. 30 minutes record as 0.50 hours.
- c. 45 minutes record as 0.75 hours.
- d. 60 minutes record as 1 hour.
- e. **DO NOT RECORD MINUTES, ONLY RECORD HOURS.**

3. What is the procedure for working overtime hours?

- a. If an employee has worked overtime hours, this means over 8 hours a day or over 40 hours a week, the supervisor **MUST** sign the section on the time sheet approving overtime hours.

4. When do I need to turn in my time sheet?

- a. “Courtesy Time Sheet 1-15” must be turned in by the 17th (or on the next business day if the 17th falls on a weekend) of the month.
- b. “Courtesy Time Sheet 16-31” must be turned in by the 2nd (or on the next business day if the 2nd falls on a weekend) of the month.

5. When do I get paid?

- a. “Courtesy Time Sheet 1-15” – Payment will be no later than the last day of the month.
- b. “Courtesy Time Sheet 16-31” – Payment will be no later than the 15th of the month.

6. When I substitute teach or work as a replacement teacher, can I record my time on the time sheet?

- a. No, DO NOT record substitute teaching or replacement teaching hours on the time sheet.
 - i. Substitute Teaching – Substitute teachers must complete a “Sub Teacher Report” form that they can request from the Conference Office of Education Department.
 - ii. Replacement Teaching – Replacement teachers must complete a “Replacement Teacher Report” form that they can request from the Conference Office of Education Department.