

Electronic Timesheet Initiator

Tutorial



On the District's page, choose "Quick Links"

The screenshot shows the top navigation bar of the Alum Rock Union School District website. The header is dark blue with white text. The main navigation menu is light blue with dark blue text. A red box highlights the "QUICK LINKS" option in the main navigation menu. A red arrow points from the text "On the District's page, choose 'Quick Links'" to this box. Below the navigation bar, the school's name "ALUM ROCK UNION SCHOOL" is displayed in large, bold, brown letters. Below the school name, there are two columns of navigation links: "INNOVATIVE LEARNING" and "EXTENDED LEARNING".

SCHOOL CLOSURES AND COVID-19 UPDATES DISTRICT HOME ELEMENTARY SCHOOLS TK-8 SCHOOLS MIDDLE SCHOOLS

CURRENT BOARD AGENDA FACILITIES ADVISORY COMMITTEE TECH SUPPORT REPORTS BONDS PARCEL TAX EXEMPTION LCAP EMPLOYMENT OPPORTUNITIES TRANSLATE

QUICK LINKS SEARCH

ALUM ROCK UNION SCHOOL

INNOVATIVE LEARNING EXTENDED LEARNING

The screenshot shows the main content area of the Alum Rock Union School District website. The sidebar is dark blue with white text. The main content area is white with dark blue text. A red box highlights the "Electronic Timesheet" link in the sidebar. A red arrow points from the text "Find 'Electronic Timesheet' on the left sidebar or on the Quick Links drop down menu" to this box. The main content area is divided into three columns: "In This Section", "Student links", and "Staff links".

ALUM ROCK UNION SCHOOL DISTRICT

OUR DISTRICT BOARD OF TRUSTEES DEPARTMENTS INNOVATIVE LEARNING EXTENDED LEARNING

In This Section

- Quick Links
- ClassLink Single Sign On
- Teacher Access Center
- eSchool Plus
- Employee Pay Information - ESS
- eFinance Plus
- Intranet
- OnUpkeep
- Facilitron
- How To Videos
- SCCOE Service Now
- Quick Support
- Electronic Timesheet**

Student links

General

- Classlink - Single Sign On
- Home Access Center (HAC)
- Google Classroom
- ParentSquare - Parent Teacher Communication

Educational Programs

- Google Apps - BrainPop, Raz Kids, Kids A-Z, TeachTCI
- Benchmark Advance
- Envision Elementary Mathematics
- Illuminate / FastBridge - Student login
- Levered Math
- Renaissance Learning

Staff links

Educational

- Classlink - Single Sign On
- Teacher Access Center
- eSchool Plus
- Google Apps - TeachTCI, Hapara, McGraw-Hill
- Benchmark Advance - Log into Clever to access
- Envision Elementary Mathematics
- Illuminate / FastBridge - Staff login
- Renaissance Learning

Personal

- Distance Learning PD Hub
- ParentSquare - Parent Teacher Communication
- ParentLink - Mass communication
- Employee Self Service - Pay information 2020 through present
- SCCOE Service Now - County support system
- Employee Access Center - Pay information pre-2020
- eSchoolSolutions (Sub finder)
- Email (GMail)

Find "Electronic Timesheet" on the left sidebar or on the Quick Links drop down menu
Or click on the link below
[Electronic Timesheet](#)

Input name and district email

Type your full name as it appears on your Check Stub

Type your ARUSD email

Click here to start form

Have your Employee ID number ready

PAY 108 Timesheet

YOUR FULL NAME / SU NOMBRE COMPLETO

Name you have on paycheck

YOUR EMAIL / SU CORREO ELECTRÓNICO

firstname.lastname@arUSD.org

Enter to receive confirmation of submission.

[Go to form / Ir al formulario](#)



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

TIMESHEET FOR REGULAR EMPLOYEES, CONTRACTED EMPLOYEES AND SUBSTITUTES
Legal Name: _____ (SSN) _____ Assignment: _____ Employee ID: _____
Employee Type: _____ Work Type: _____
Service Period: _____ Job Location: _____

Name & Title of Employee submitting for:

Date	Start Time	Lunch Min.	End Time	Services Provided	Hrs./Day	Hrs./Wk	Total Hours	Time of week
25								
26								
27								
28								
29								
30								
31								
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

Budget:		Amount \$		Total Hrs./Days Worked:						
FD	RESC	PY	OBJECT	SS-OB	GOAL	FCIN	DSF	LOC	PROG	Accountant Initials
XXX	XXXX	0	XXXX	00	XXXX	XXXX	00000	XXX	XXXX	
		0		00			00000			
		0		00			000000			
		0		00			000000			

Employee Signature: _____ Date: _____ Principal/Program Manager Signature: _____ Print Name: _____ Date: _____

Director: _____ Date: _____
Submit completed forms to your School Site/Department by the 28th of each month for payment on the 1st of the following month, with the exception of November & December. Incomplete forms will be returned and may not be paid on the 1st. **NO FUTURE DAYS WILL BE PAID.**
Payroll Comments: _____

RED boxes are required fields

Boxes labeled as have drop down menus

IMPORTANT: Select the field option that best describes your Employee Type, Work Type, Service Period & Job Location

 View/Print Blank Form  Save Progress

You may save form in progress

SCHOOL DISTRICT

TIMESHEET FOR REGULAR EMPLOYEES, CONTRACTED EMPLOYEES AND SUBSTITUTES

Legal Name: Job Assignment: Employee ID:

Employee Type: Work Type:

Service Period: Job Location:

Name & Title of Employee subbing for:

Your 6 Digit Employee ID #

Date	Start Time	Lunch Mins.	End Time	Services Provided	Hrs./ Day	Hrs./ Day	Total Hours	Time (+ lunch)
<input type="text" value="Select..."/>	25 00:00 AM	<input type="text" value="Select..."/>	00:00 AM					
26	00:00 AM	<input type="text" value="Select..."/>	00:00 AM					
31	00:00 AM	<input type="text" value="Select..."/>	00:00 AM					
<input type="text" value="Select..."/>	01 00:00 AM							
02	00:00 AM							
03	00:00 AM							
04	00:00 AM							
05	00:00 AM							
06	00:00 AM							
07	00:00 AM	<input type="text" value="Select..."/>						
08	00:00 AM	<input type="text" value="Select..."/>						
09	00:00 AM	<input type="text" value="Select..."/>						
10	00:00 AM	<input type="text" value="Select..."/>	00:00 AM					
11	00:00 AM	<input type="text" value="Select..."/>	00:00 AM					

Enter Start time am or pm
Enter Lunch Mins, if you took Lunch
Enter End Time am or pm

Services Provided description MUST be clear and specific to scope of work performed

The Timesheet auto sums Hours/Days and subtracts your Lunch Mins.

Your Job Location is your Home School Site or Home Department

Submit form / Enviar formulario

Stipend: _____ Amount: \$ _____ Total Hrs./Days Worked: _____

FD XXX	RESC XXXX	PY 0	OBJECT XXXX	SB-OB 00	GOAL XXXX	FCTN XXXX	CST-CTR 000000	LOC XXX	PROG
		0		00			000000		
		0		00			000000		
		0		00			000000		

Verify your
Total Hrs./Days Worked

Click to sign here _____ 03/18/2021
Employee Signature Date Principal/Program Manager Signature Print Name Date

Director _____ Date _____

Submit **completed** forms to **your School Site/Department** by the 24th of each month for payment on the 10th of the following month, with the exception of November & December. Incomplete forms will be returned and may not be paid on the 10th. **NO FUTURE DAYS WILL BE PAID.**

Payroll Comments:

Employee Statement:

Next complete the Employee Statement

Add Attachments

Choose file(s)

When you
Click to sign here, this
window pops up.

Click to sign here

Type your name, as this
will be your signature

Employee Statement:

Add Attachments

Choose file(s)

Attachments View/Print Blank Form Save Progress

Type your name

Jane Doe

Review your signature

Use Typed Draw It

By clicking 'Add signature' you
accept the terms of this document
and agree to Informed K12's Terms
of Use.

If you do not wish to sign this form
electronically, [click here](#).

remove

Add signature

OG	XX	Accountant Initials
Date		

of the following month, with the
FUTURE DAYS WILL BE PAID.

19	00:00 AM	Select...	00:00 AM				
20	00:00 AM	Select...					
21	00:00 AM	Select...					
22	00:00 AM	Select...					
23	00:00 AM	Select...					
24	00:00 AM	Select...					

After completing Employee Statement click Submit form

Select the School Site or Dept that **APPROVED** the scope of work performed on the **Services Provided** description field

Select your approval route:

- Academic Services
- Business Services
- Early Learning
- Human Resources & Risk Management
- IT
- Maintenance/Operations & CNS
- School Site
- Special Ed
- State & Federal
- Student Services
- Superintendent's Office
- Transportation & Warehouse

Submit **completed** forms to your School exception of November & December. In
Payroll Comments:

Employee Statement: I confirm I have entered a description in "Services Provided" for every day I worked. ▼

Add Attachments

Choose file(s)

Submit form / Enviar formulario



From the Select recipient drop down menu

Select the School Site or Department Administrative Assistant. The email address will be displayed

Verify that you are sending it to the correct Admin. Asst.

If NO Administrative Assistant in your Department - Select the Supervisor. The email address will be displayed

Verify that you are sending it to the correct Supervisor

Please select next recipient below [Send to this recipient](#)
[Go back to the question](#)

Administrative Assistant

Email

Cc
Send a view-only link

Email Subject

Please select next recipient below [Send to this recipient](#)
[Go back to the question](#)

Supervisor

Email

Cc
Send a view-only link

Email Subject

You can see your form, save it, and/or print it

Thank you for submitting your form!

 Fill out another copy

 View/Print PDF

 See my completed form

What do you think about this e-form?

Select all that apply



Easy to use



Environmentally
friendly



Saves time



Other

Suggestion box

Watch your email for **UPDATES**. If you need to make any corrections to your timesheet, you will receive an email notification that the timesheet has been “returned” to you.

Lastly, when your timesheet is fully approved, you will receive a notification that states **“FORM COMPLETE”**. This is a good time to print a copy for your records.

