

CIU #10 Special Education Attendance/Timesheet

- Service:** Educational Interpreter
 Personal Care Aide
 Classroom Assistant

Employee Name: _____

District/Building: _____ **Daytime Phone:** _____

Child Name: _____ **Child District:** _____

Month/Year: _____ **Full Time Employee Hours per Day:** _____

Month:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Employee Attendance/Hours																																
Child Attendance																																

Employee Codes	
Employee present	X
Part time employees list hours worked	3
Employee absent, substitute personnel hired	ES
Employee absent, no substitute hired	EN
Professional Development Day	PD
Child Codes	
Child present and received services	X
Child absent, no services Provided	A

Child Absent-List Alternate Assignment	
Date	Assignment

Professional Development Days	
Date	Description

Part time Employees Only	
Total Hours _____	Hourly/Daily Rate _____
Total Amt. Due _____	
Budget Code _____	

Type of Day Personal/Sick	Dates

I signify that the above information is accurate:

Employee Signature _____
Date

CIU #10 Supervisor signature

Supervising Teacher Signature _____
Date

Effective August 2010

Must be submitted to the CIU Special Education Office by the 4th of each month

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Directions:

Employee Attendance Codes

Employee

X
3
ES
EN
PD
X
A

- Employee present.
- Part time employees list hours worked.
- absent, substitute personnel hired.
- Employee absent, no substitute personnel hired.
- Professional Development Day for employee.
- Child was present and received services.
- Child absent, no services provided.

Child Attendance Codes:

The Attendance Timesheet form serves as documentation of the employee's attendance and as applicable, the child's attendance.

Part time employees must list the hours worked each day on the form as this form replaces the Monthly Time Sheet.

Full time employees should place a check in the box for each day worked; if authorized to work additional hours list the extra hours beside the checkmark.

Information provided to the CIU may be utilized for school district billing, back-up documentation for MA billing, and fiscal auditing.

Classroom Assistants must also submit this form monthly however they should ignore the child name and child attendance sections.

Personal Care Assistants and Educational Interpreters must list the child's name and record child attendance on a daily basis.

Use the Child Attendance Code to document the child's status for the day.

Each day the child is present and you worked with the child, place a check mark in the corresponding box. In other words if you worked with the child on the 10th of December there would be a check in the box in the 10 column, child attendance row. If a part time employee worked 3 hours on the 10th, then she would list 3.

If the child was absent place an **A** in the box. If the absence is for half a day place a ½ in the box beside the **A**. Employee then lists the date in the right hand column and describes the alternate assignment for the day. Alternate assignments are determined by the supervisor in conjunction with the teacher. For example:

Johnny is absent; the PCA assists in the classroom, or may be reassigned to a different student.

If the CIU employee was absent, use the code **ES** to indicate that a substitute was hired for the day (therefore the Business Office can expect a Substitute Reimbursement Form and Absentee Form) or an **EN** indicating no substitute was secured (CIU can expect Absentee Form).

Staff is strongly encouraged to maintain a copy of each monthly Attendance/Time Sheet in their own file in the event the original is lost in the mail.

Attendance/Time Sheet must be mailed to the CIU by the 7th of the month. Failure to submit on a timely basis may result in paychecks being held at the CIU.

Professional Development Days must be pre-approved by the supervisor and documented on the form.

For each day that an employee is absent, please note on the form what type of day it was, such as sick day, personal/emergency day, bereavement day, day without pay, etc. A Certificate of Absence must be submitted for each day absent.