

**VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
CLASSIFIED MULTI ASSIGNMENT/FUNDED TIMESHEET**

DISTRICT/CHARTER _____ NAME _____ PSL# _____
 MONTH _____ YEAR _____
 PRIMARY POSITION _____ ASSIGNMENT HOURS PER DAY _____
 SECONDARY POSITION _____ ASSIGNMENT HOURS PER DAY _____
 TERTIARY POSITION _____ ASSIGNMENT HOURS PER DAY _____

DATE	POS 1 HOURS WORKED	HOURS ABSENT	CODE	EXTRA HOURS OVER ASSIGNED	POS 2 HOURS WORKED	HOURS ABSENT	CODE	EXTRA HOURS OVER ASSIGNED	POS 3 HOURS WORKED	HOURS ABSENT	CODE	EXTRA HOURS OVER ASSIGNED	FOR OFFICE USE ONLY
1													HOURS
2													Vac _____
3													Sick _____
4													PNL _____
5													CT _____
6													JD _____
7													B _____
8													RT _____
9													WC _____
10													EXTRA HRS
11													POS 1
12													OTS hrs _____
13													OTS rate _____
14													OTS pay _____
15													OT1 hrs _____
16													OT1 rate _____
17													OT1 pay _____
18													W/O hrs _____
19													W/O pay _____
20													EXTRA HRS
21													POS 2
22													OTS hrs _____
23													OTS rate _____
24													OTS pay _____
25													OT1 hrs _____
26													OT1 rate _____
27													OT1 pay _____
28													W/O hrs _____
29													W/O pay _____
30													EXTRA HRS
31													POS 3
													OTS hrs _____
													OTS rate _____
													OTS pay _____
													OT1 hrs _____
													OT1 rate _____
													OT1 pay _____
													W/O hrs _____
													W/O pay _____
TOTALS													

B	Bereavement (State Relationship)	WC	Workers' Comp	PNL	Personal Necessity Leave
S	Illness	JD	Jury Duty	ML	Maternity Leave
H	Holiday	WOP	Without Pay	V	Vacation
		RT	Release Time	CT	Comp Time

I certify that all information is correct as indicated:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

MULTI-FUNDED TIMESHEET - HOURLY PROCEDURE

This is a stand alone timesheet. No other timesheet needs to be submitted with this timesheet.

- I. The dates worked are from the 1st to the 31st of each month.
- II. The steps used in filling out the timesheet is as follows:
 - a. District – Print the name of the district or charter you are employed with.
 - b. Employee Name – Print your name as shown on your social security card.
 - c. PSL # (personnel number) – Write in your PSL #.
 - d. Payroll Period – Write in the payroll period (the month and year).
 - e. Position – Write in your positions (primary, secondary, etc.)
 - f. Cross out the weekends and days not included in the month.
 - g. Regular Hours – In the “Regular Hours” column, indicate scheduled hours worked by position.
 - h. Hours Absent – In the “Hours Absent” column on the front of the timesheet, indicate the number of scheduled hours you did not work that day by position. (Use fractions, not decimals).
 - i. Codes – Fill in the “Codes” column on the front of the timesheet using the reasons & codes listed at the bottom of the timesheet. This tells the BSA Payroll Department how an absence should be handled. Any days missed must use some form of leave accounting or will be without pay (WOP).
 - j. Extra Hours – In the “Extra Hours” column, indicate any hours worked over contracted hours and then complete the overtime table below. Hours reported in the “Extra Hours” row will only be paid at time and one-half **if** your total hours worked is over 40 hours for the week (Sunday-Saturday).
 - k. Write a brief explanation for all extra hours recorded.

OVERTIME		
DATE	AMOUNT OF TIME	REASON FOR OVERTIME

- l. Employee Signature -- Employee must sign the timesheet verifying that it is correct.
- m. Supervisor Signature -- Employee's supervisor must sign the timesheet indicating that they concur with the validity of all information on the timesheet. If there is a dispute as to the information on the timesheet it must be corrected before it is submitted to the BSA Payroll Department.
- III. The employee's pay will be based on the time reported on this timesheet. It is the responsibility of the employee to check and verify that all time is reported correctly. Timesheets will not be changed by the BSA Payroll Department.
- IV. Deadline – This “Multi-Funded Timesheet – Hourly” must be received by the BSA Payroll Department by the 12th of the month. Late timesheets are the responsibility of the individual employee and will be paid on the next monthly payroll cycle if they are received by the BSA Payroll Department after 4:30 p.m. on the 12th.