

**INDEPENDENT SCHOOL DISTRICT #57
ENID PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS GOVERNING THE COMPLETION OF**

CERTIFIED EMPLOYEE TIME SHEETS

Certified employees only complete paper timesheets for extra-duty work. Extra-duty timesheets are available at your school's main office or at the Administrative Services Center Receptionist or Payroll Department.

1. Certified employees performing extra duty work above their regular contract must record the extra hours on an additional duty timesheet on the appropriate line corresponding to the date worked. (left column 1-31) **See attached sample timesheet.**
2. Extra-Duty timesheets are to be submitted to direct supervisors on the last workday of each month.
3. Supervisors are to review employee timesheets for accuracy and agreement with supervisor records of absences or release time. Supervisor signatures on timesheets signify that they have been reviewed and approved.
4. Supervisors should submit approved and signed timesheets to the Payroll Department no later than the **5th of the month** following the work recorded.
5. Timesheets are cross-referenced with absence reports to insure proper recording of leave and proper payment for work performed.
6. Payment for properly approved hours-worked beyond regular work shifts will be made in the monthly pay warrant following reporting the additional work on the timesheet. (September's extra work is paid in October, etc.)

EMPLOYEES PENDING CERTIFICATION

If you are not yet certified in the state of Oklahoma, you likely will be placed in a Teacher Apprentice position at a pay rate of \$91 per day. Once you are certified, we will use the effective date shown on your certificate to calculate retroactive certified pay. You will not have to complete a paper timesheet before or after you become certified, unless it is for an extra duty assignment (*see information above*).

Procedures Approved/Revised:

Date: July 1, 2015

Karl A. White, CFO

Dr. Darrell Floyd, Superintendent