

## Online Timesheet “Do’s and Don’ts”

### DO’s

- Record time as soon as possible so you do not forget.
- IF you have questions as to which “Hour Title” you use, do call. We would rather you call and do it correctly the first time.
- Record any site based meetings Admin has approved for payment.
- Once you have recorded your time, click on the ellipses button (the ...’s) and in the “Activity Performed” box please record your activity.
  - *example:* for “Class Coverage” hours, put the teacher’s name and what period you covered: LLambert, Per 2. Clear information allows the entry to be coded correctly and efficiently.
- **Save each entry**
- After you submit at the end of the pay period, when you receive the confirmation email, be sure you go over your information and make sure it is correct and clear.

### DON’TS

- **Do not submit until the end of the pay period.** If you do, your timesheet will turn gray and you will not be able to submit for the remainder of the pay period.
  - Your school office manager may send out a reminder email to staff, indicating it is time to submit.
- Do not put the following in your timesheet:
  - Any District trainings and classes
  - Any ERO trainings and classes
  - Substitute hours entered through SmartFind Express
  - Sports supervision, SRO, event coverage

Updates will be made as needed. Remember to call if you have any questions or you are unclear of things.