

# JUST A LITTLE *Reminder*

## **Timesheet Information**

Timesheets are formatted in an excel document that calculates time for our non-exempt employees. (Secretaries, bookkeepers, instructional assistants, health assistants, bus drivers, custodians, café workers, maintenance & grounds workers)

**Make sure timesheets include the following information:**

- Employee's name, contracted weekly hours, daily hrs.
- Week period (change Saturday dates on timesheets this will autofill for the entire week)
- Hours worked (All time worked)
- Total workweek hours (excel document automatically calculates, don't manually manipulate)

Employees should include leave time, holidays, staff development days, snow days, etc., on their timesheet. The excel document accommodates this information. Employees should make any notations on the bottom of the timesheet if they work over.

Employees should sign and submit their timesheets to their supervisor at the end of each week. Set a regular work schedule for employees. You can vary schedules to ensure the students' day is covered while staying within the work hours.

**When employees take time off, please make sure you enter your leave in the AESOP system.**

If you have questions, please contact your immediate supervisor.

**The Fair Labor Standards Act (FLSA) recordkeeping standards are required for all non-exempt (full-time and part-time) employees in the private sector and in Federal, State, and local governments.**

**Have a great 2021-2022 school year!**