Glenn County Office of Education Timesheet instructions

As of 7/1/2015, revised “split month” timesheets shall be used for all GCOE employees. All previous versions of timesheets, as well as department specific timesheets are to be discarded.

Timesheet colors have changed. New colors are as follows:

- **Student-** PURPLE (formerly orange)
- **Transportation-** GREEN (formerly tan)
- **Classified-** ORANGE (formerly purple, formerly yellow CAFS)
- **Certificated-** TAN (Formerly blue, formerly green CAFS)

General information

- The timesheet period runs from the 26th of the previous month to the 25th of the current month. Do not record current month time worked in the prior month section.

- Variable pay is based on actual time worked and is paid on the 10th of the following month.

- End of the Month (EOM) pay is based on the annual salary stated on the offer of employment, divided equally over 11 or 12 pay checks and paid on the last working day of the month. Timesheets for EOM employees are used for tracking purposes only.

- Both Variable and EOM employees are to utilize the new split month time sheet. Indicate days (daily employees) or hours (hourly employees) worked.

- Employees must complete and sign the timesheet. The timesheet must also be signed by your supervisor employed by Glenn County Office of Education. The third signature may or may not be necessary. Check with your supervisor for individual department rules.

- Submit completed timesheet to your supervisor for approval by the 27th of the month. **DO NOT** submit directly to the Payroll Department.

- Delay of variable payment may result when the Payroll Department cannot interpret the timesheet due to illegibility or if it has not been completed according to policies.

- Timesheets are available for download from the GCOE website. Please print on appropriate color paper for proper processing. Blank timesheets are available from your department, or the front desks at Orland Admin and Willows Admin.

*Effective 7/1/2015*