

## Online Timesheet Instructions

### How does an employee fill out and submit a timesheet for approval?

#### 1. Access a timesheet

The timesheets are located on the Twin Rivers Staff Room Website under **Operations>Fiscal Services>Payroll and Benefits**.

Timesheet-OT/EXTRA DUTY/OUT OF CLASS/6<sup>TH</sup> [https://app.informedk12.com/link\\_campaigns/payroll-ot-extra-duty-timesheet-2023-24?token=YdgY1Pz6neUWwwKSBzZtdVdf](https://app.informedk12.com/link_campaigns/payroll-ot-extra-duty-timesheet-2023-24?token=YdgY1Pz6neUWwwKSBzZtdVdf)

Timesheet-SUBSTITUTE [https://app.informedk12.com/link\\_campaigns/payroll-sub-timesheet-2023-24?token=vinWQDLib1dRWngaspm2LTNG](https://app.informedk12.com/link_campaigns/payroll-sub-timesheet-2023-24?token=vinWQDLib1dRWngaspm2LTNG)

#### 2. Enter your Name and Email

Click on **Go to form** to begin filling it out!  
You do not need an account to fill out the form.

YOUR FULL NAME / SU NOMBRE COMPLETO

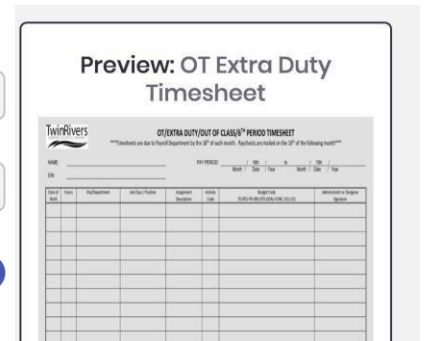
John Smith

YOUR EMAIL / SU CORREO ELECTRÓNICO

Testing@trusd.net

Enter to receive confirmation of submission.

[Go to form / Ir al formulario](#)



#### 3. Fill out all required fields **Please see instructions at the bottom of the timesheet**

OT/EXTRA DUTY/OUT OF CLASS/6<sup>TH</sup> PERIOD TIMESHEET  
\*\*\*Timesheets are due to Payroll Department by the 18<sup>th</sup> of each month. Paychecks are mailed on the 10<sup>th</sup> of the following month\*\*\*

NAME:  PAY PERIOD:  / 16th  /  / 15th   
 Month / Date / Year Month / Date / Year

EIN:

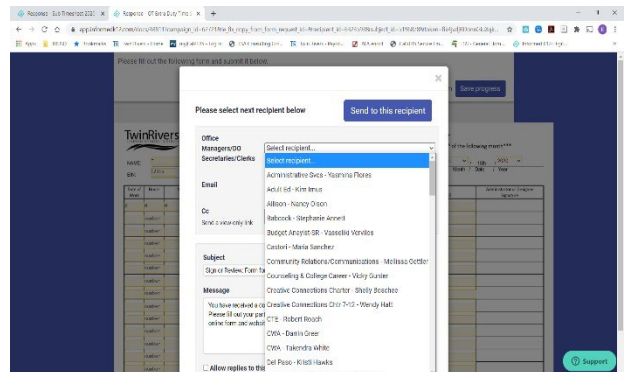
\*Activity codes on 2nd pg

Date of Work	Hours	Site/Department	Job Class / Position	Assignment Description	Activity Code	Budget Code	Administrator or Designee Signature
	number				Select... XX-XXXX-X-XXXX-XXX-XXXX-XXXX-XXX-XXX	FD-RES-YR-OBJ-SITE-GOAL-FUNC-LO1-LO2	
	number				Select...		
	number				Select...		

[Submit form / Enviar formulario](#)

#### 4. Click on the red SUBMIT FORM button and select the next approver.

- To make sure your form gets to the right person, please select the Office Manager, Secretary, or Clerk.
- Click **“Send to this recipient”** and you’re Done.



**Tip:** If you are not ready to submit, click on **Save**

**Progress**, and you’ll receive an email with the link to your form so that you can edit and submit at a later date.

### IMPORTANT!

You will receive a link to your email with a copy of your timesheet once you submit it and you will also receive an email once the form has finished going through the approval route and is completed!