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[™]

https://app.informedk12.com/link_campaigns/payroll-ot-extra-duty-2024-25?token=j3mccb2hL5uhhtL4o5puWFsh

Timesheet-SUBSTITUTE

https://app.informedk12.com/link_campaigns/payroll-sub-timesheet-2024-25?token=8Bc6W3v99xmFhHMWoWu8WAMH

Your full name / Su nombre complete Preview: OT Extra Duty 2. Enter your Name and Email John Smith Timesheet Click on **Go to form** to begin filling it out! You do OT/EXTRA DUTY/DUT OF CLASS/IE^{TK} PERIOD TIMESHEET Your email / Su correo electrónico not need an account to fill out the form. Testing@TwinRiversusd.org Enter to receive confirmation of submission Go to form / Ir al formulario 3. Fill out all required TwinRivers OT/EXTRA DUTY/OUT OF CLASS/6TH PERIOD TIMESHEET fields Please see ***Timesheets are due to Payroll Department by the 18th of each month. Paychecks are mailed on the 10th of the following month*** instructions at the as it appears on paycheck PAY PERIOD: Select... ¢) Select... ¢) Select... ¢) 15th Month / Date / Year Month / Date Select... \$ NAME EIN: bottom of the *Activity codes on 2nd pg Job Class / Position Hours istrator or Designee Activity FD-RES-YR-OBJ-SITE-GOAL-FUNC-LO1-LO2 timesheet Work Code Signature number numbe Select. number 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!