

TIMESHEET ENTRY INSTRUCTIONS

Due to ORS reporting regulations, time worked must be submitted in accordance with the Timesheet Pay Schedule for compensation. Follow the Timesheet Pay Schedule. Be aware of cut-off dates for authorization. The Timesheet Pay Schedule can be found on the WCS Document Depot under Payroll.

Warren Consolidated Schools
Payroll Department

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*Substitute teachers that are paid through the Aesop program will **NOT** complete an on line time sheet.*

Warren Consolidated Schools

Payroll Department

These instructions are available on the WCS web page under Employees and Payroll.

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The timely submissions of time sheets are the employee's responsibility allowing time for the proper approval. The payroll department encourages employees to use the calendar and to follow-up on the status of their time sheet prior to the date of expected deposits.

Example:

EARNING PERIOD	TIMESHEET TO Administrator by Friday	TIMESHEET APPROVED by Midnight Tuesday	PAYDATE
September 4 – September 17	September 17	September 21	October 1
September 18 – October 1	October 1	October 5	October 15

****Tip:** View your time sheet on September 22. The pay date of October 1 should be on your time sheet.

Page 11: explains how to view the pay date on a time sheet.

The screenshot shows the Warren Consolidated Schools website. At the top, the header includes the school name, address (31300 Antea | Warren, MI 48093), phone number (888-4WCS-KIDS), and a search bar. Navigation tabs for District Information, Schools, Employment, and Contact us are visible. A banner below reads "Where Children Succeed" with an image of diverse children. A "Quick Links" section contains buttons for District, Board of Ed., Community, Parents/Students, Financial Info., and Employees. The "Employees" button is highlighted with a callout bubble labeled "Employees". Below this, a dropdown menu lists various links including "Employee News and Information", "Human Resources", "Curriculum & Instruction", "Payroll", "IT Support Request", "Calendar", "Power School", "TieNet", "Data Director", "Aesop", "Contact Information", "Building Use Form", "Publicity Request", "Groupwise Email", "Class of 2011", "Kindergarten Secure Employee", "Parent Guide", "Virtual Field Trip Form", "Before and After School", and "Kelpa". The "Document Depot" link is also visible in the menu, with a callout bubble labeled "Document Depot". The main content area features a "Michigan Blue Ribbon Exemplary School" award announcement, "Upcoming Events" (including district calendar, Martin Luther King Jr. Day, high school exams, and district accreditation review), and "Upcoming Activities and Fundraising Events". At the bottom, there is a "NEW Student Registration and Enrollment Information" section for preschool and kindergarten through grade 12, along with social media icons for Facebook, Twitter, and YouTube, and logos for various partners like BAE, TACOAT & Detroit, and Help Within the Community.

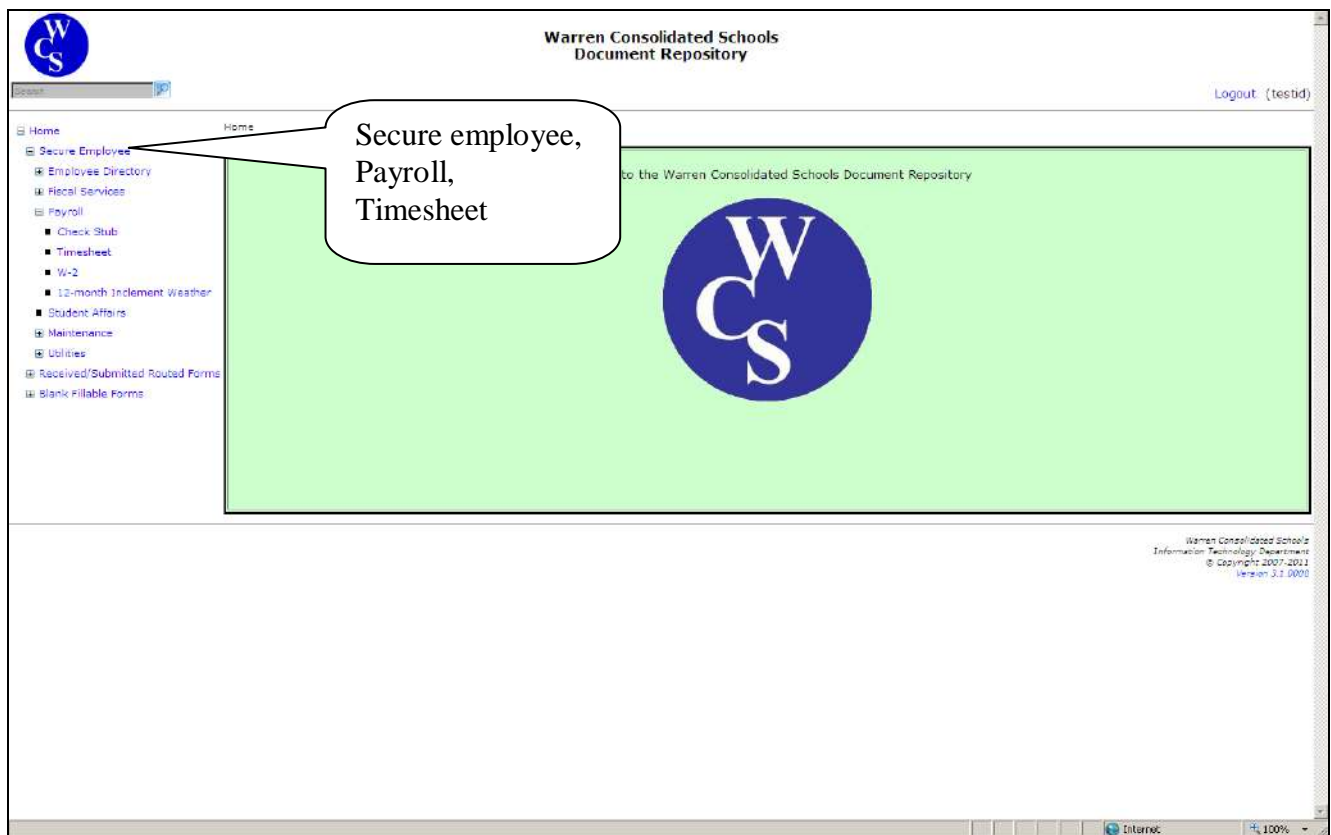
Employees..... Document Depot

Answer *Ok* for security alert, or you may check the box, ☐ *In the future, do not show this warning.*

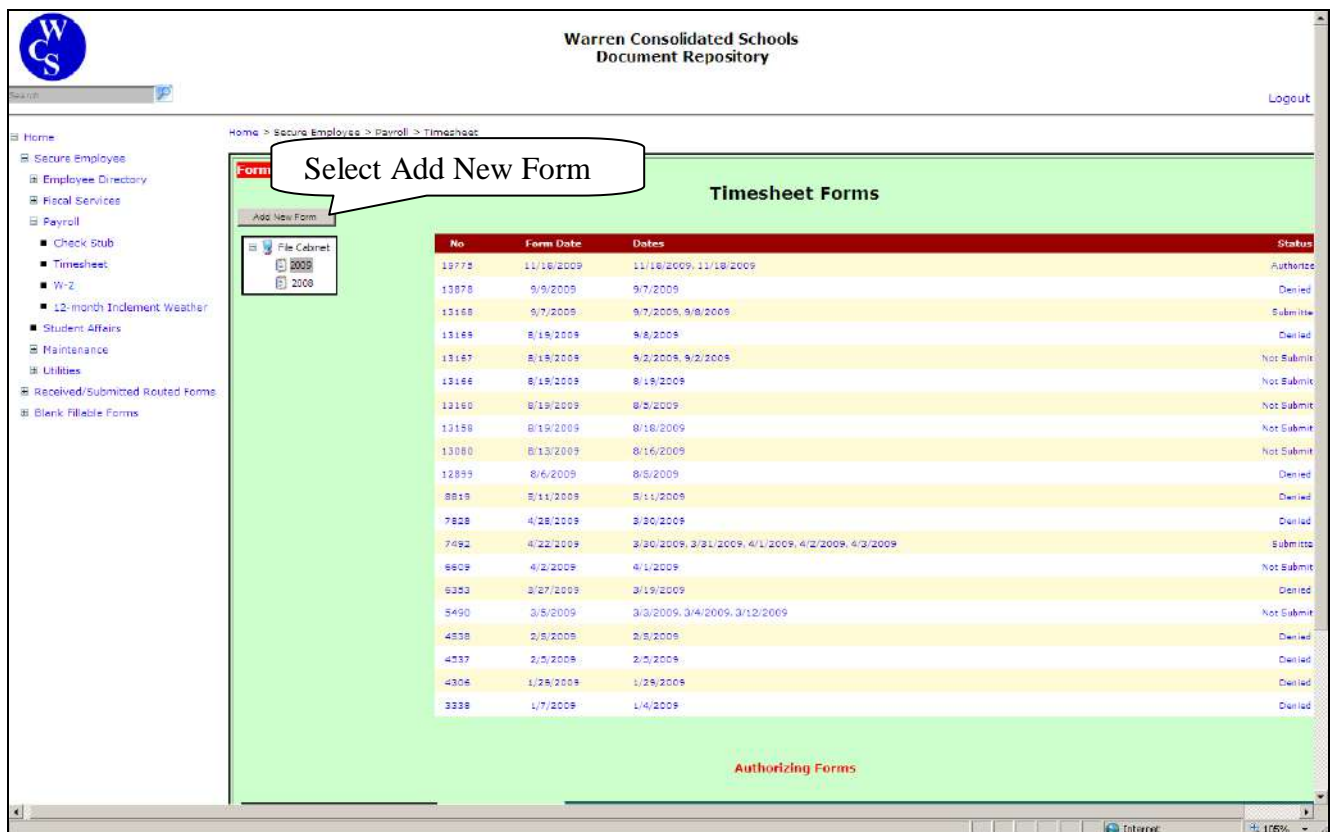


Login: This is your computer log in for the district. If you do not have a login and password or can not get your current login/password to work, contact the information technology department (IT) at ext. 11111 or 698-4164.

Answer the security question. Tip: Your answers are found in utilities, profile.



Click On: Secure Employee, Payroll, Timesheet



SelectAdd New Form

Warren Consolidated Schools Document Repository

Home > Secure Employee > Payroll > Timesheet > Add Form

Callouts:

- Select date the from Calendar** (points to Date field)
- Select the arrow button & scroll through the list** (points to Location of Job dropdown)
- *Use drop down menu to select appropriate Employee Group** (points to Employee Group dropdown)
- Type job description** (points to Position field)
- Drop down must be used for minutes worked. **Select the closest time**** (points to Hours Worked dropdown)
- Accurate description needed so supervisor knows what you did to be compensated** (points to Job Description field)
- Send to building administrator unless otherwise instructed.** (points to Send To field)

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
12/22/2008	1.00	Regular	Workshop rate		Subbed on Prep for
	0 Mins	Regular	Workshop rate		
	12 Mins	Regular	Workshop rate		
	15 Mins	Regular	Workshop rate		
	18 Mins	Regular	Workshop rate		
	24 Mins	Regular	Workshop rate		
	30 Mins	Regular	Workshop rate		
	42 Mins	Regular	Workshop rate		
	48 Mins	Regular	Workshop rate		
	66 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
Total: 1.00					

Send To: SHANER, ROBERT

Buttons: Save, Cancel, Print, Send Form

Top portion of the screen:

- **Date:** Select from the calendar (this is the date of timesheet entry) or type in date.
- **Position:** Type in your job description.
- **Location of Job:** Use arrow for drop down menu to select or type.
- **Employee Group:** Use arrow for drop down menu (use **i** to obtain information on all categories)

Lower portion of the screen:

- **Date:** Select the calendar and choose date worked or type in the date.
- **Hours Worked:** Enter hours worked (**Must use the arrow for minutes which are in increments.**)
- **Rate:** Regular is defaulted. Time & ½ and double time are available.
- **Dist (distribution) Code:** defaulted to Workshop for WEA.

Tip: Each employee group contains different distribution code(s) use the **i** button for additional descriptive information

- **Job Description:** Accurate account of what you did. 100 character spaces available.

Review all the information

- **Select the administrator** to authorize the time sheet.
- **Send** the form to building administrator unless otherwise instructed.

If there are more dates to be included in the particular pay period, the timesheet may be saved and additional information added as needed.

****Due to ORS reporting regulations, time worked must be submitted in accordance with the timesheet schedule for compensation****

Tip: Follow the timesheet schedule. Be aware of cut-off dates for authorization.

The timesheet schedule is on the WCS home page as follows:
Employees..... Payroll Timesheet Pay Schedule

Employee Group 1346

Distribution code

01 Normal
02 Pay Differential
SH Summer Help

1815

01 Normal
02 Pay Differential
SH Summer Help

Adult Ed

BU Adult Ed. hourly rate

After School Locker Room Aid

LR Contracted After School Locker Rm Aides

Co-Op

HR Hourly Rate

Convalescent Care/Home Tutor

HT Home tutoring

E/C Preschool Aide Sub for Teacher

02 Diff'l for acting as Preschool Teacher

Early Childhood

LK Latchkey
LS Latchkey Sub
PU Preschool Aide
PS Preschool Aide Substitutes
PT Preschool Teacher
KS Preschool Teacher Sub
WF World of Fours
WG World of Fours Teacher Substitute

Game Supervisor/Intramurals/Other

03 Activity Total

Grounds Summer Help

SH Grounds Summer Help

Lunch Supervisor

NA Lunch Supervisor

Medication Supervisor

MS Medication Supervisor

Non-Union Clerical

P contracted hourly rate

PAC

CE Performing Arts Center

Pedestrian Assistant

PA Pedestrian Asst

Substitute Clerical/Classroom Aides

CS Clerical Substitute
SS Substitute for Classroom Aides

Substitute Custodian

SC Substitute Custodian

Substitute WEA

WS Workshop Rate

WEA

WS Workshop rate

It is advisable to go back into the forms and view the timesheet just submitted.

*****You should see the status has changed to submitted*****

Select Timesheet. Make sure the employee group, dates, hours/minutes, distribution code, and job description are correct.

Check the Status:
Submitted,
Not Submitted,
Authorized, and
Denied

No	Form Date	Dates	Status
19773	11/18/2009	11/18/2009, 11/18/2009	Authorized
19878	9/9/2009	9/7/2009	Denied
13168	9/7/2009	9/7/2009, 9/8/2009	Submitted
13169	8/9/2009	9/8/2009	Denied
13167	8/19/2009	9/2/2009, 9/2/2009	Not Subm
13166	8/19/2009	8/19/2009	Not Subm
13160	8/19/2009	8/5/2009	Not Subm
13128	8/19/2009	8/18/2009	Not Subm
13080	8/13/2009	8/14/2009	Not Subm
12699	8/6/2009	8/5/2009	Denied
8819	5/11/2009	5/11/2009	Denied
7828	4/28/2009	3/30/2009	Denied
7492	4/22/2009	2/20/2009, 2/21/2009, 4/1/2009, 4/2/2009, 4/2/2009	Submitted
6609	4/2/2009	4/1/2009	Not Subm
6353	3/27/2009	3/19/2009	Denied
5490	3/5/2009	3/3/2009, 3/4/2009, 3/12/2009	Not Subm
4538	2/5/2009	2/5/2009	Denied
4227	2/9/2009	2/9/2009	Denied
4306	1/29/2009	1/29/2009	Denied
3338	1/7/2009	1/4/2009	Denied

Once fully authorized the pay date will be inserted on the timesheet under the pay date column.
****You must select and open the time sheet to view the pay date****

****This step is important. If your time sheet is authorized after the cut-off date the system automatically places it into the next pay date. If you see your pay date is not for the current pay period, view the history and make sure that you submitted it on time. ****

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description	Pay Date	Acct No
11/18/2009	1h 18m	x1.0	Normal		Balance of Straight time for working conferences	1/21/2011	211387
11/18/2009	3h 30m	x1.5	Normal		Conferences overtime hours	1/21/2011	211387
Total:		4.80					

Administrator	Date	Status	Clerical	Date	Status	Acct No
ZZZZZZ, ZZZZZZ	1/5/2011	Authorized				
ZZZZZZ, ZZZZZZ	1/5/2011	Authorized				211387

Status: **Authorized**

Return – back to main timesheet screen.

Print – prints a copy of the timesheet.

History – shows the history of the time sheet. This will show all the details of the authorization.

Retract – allows employee to pull back the timesheet, an employee will be asked “Are you sure?”

****Retract is not available once a timesheet has been fully authorized*.***

***CONFLICT SCREEN*:**

Once the Send Form button is selected the conflict screen will appear.

In Conflict Screen: Selecting [cancel](#) brings you back to the previous screen.

Document Repository - Windows Internet Explorer

http://10.61.16.42/DocumentRepositorySE/Forms2/Menu.aspx

File Edit View Favorites Tools Help

Convert Select

Warren Consolidated Schools

http://www.warrens.net/jan... http://www.warrens.net/jan... Document Repository Document Repository

Pages Tgts

Warren Consolidated Schools Document Repository

Logout (testid)

Home

Home > Secure Employee > Payroll > Timesheet

Secure Employee

Employee Directory

Fiscal Services

Payroll

Check Stub

Timesheet

W-2

12-month Indemnity Worksheet

Student Affairs

Maintenance

Utilities

Received/Submitted Routed Forms

Blank Fillable Forms

Add New Form

File Cabinet

2009

2008

Timesheet

Forms Waiting to be Authorized...

Select the duplicate time sheet to delete it.

No	Form Date	Dates	Status
19775	11/16/2009	11/16/2009, 11/16/2009	Authorized
19878	9/9/2009	9/7/2009	Denied
12168	9/7/2009	9/7/2009, 9/8/2009	Submitted
13163	8/19/2009	9/9/2009	Denied
13167	8/19/2009	9/2/2009, 9/2/2009	Not Submitted
13166	8/19/2009	8/19/2009	Not Submitted
13160	8/19/2009	8/5/2009	Not Submitted
13158	8/19/2009	8/19/2009	Not Submitted
13080	8/13/2009	8/16/2009	Not Submitted
12893	8/8/2009	8/5/2009	Denied
9819	3/11/2009	3/11/2009	Denied
7828	4/18/2009	3/30/2009	Denied
7492	4/22/2009	3/30/2009, 3/31/2009, 4/1/2009, 4/2/2009, 4/3/2009	Submitted
34540	4/21/2009	9/7/2009	Not Submitted
4405	4/2/2009	4/1/2009	Not Submitted
6323	3/27/2009	3/19/2009	Denied
5490	3/2/2009	3/3/2009, 3/4/2009, 3/12/2009	Not Submitted
4938	2/6/2009	2/9/2009	Denied
4937	2/5/2009	2/5/2009	Denied
4306	1/29/2009	1/29/2009	Denied

[illegible]

The system asks

Delete Form

Are you sure?

Tip: On the cut-off date, review your time sheets for authorization status.

Administrators have until midnight to authorize. If your time sheet has been denied *an email should have been sent to the employee with the reason*. If necessary, make the corrections and resend. The **history** section will show the comment of why a timesheet is denied.

Warren Consolidated Schools Document Repository

Logout (testid)

Home > Secure Employee > Payroll > Timesheet

Forms Waiting to be Authorized...

Add New Form

File Cabinet

2011

2009

2008

No	Form Date	Dates	Status
19775	11/18/2009	11/19/2009	Authorized
13878	9/9/2009	9/7/2009	Denied
13168	9/7/2009	9/7/2009, 9/8/2009	Submitted
13169	8/19/2009	9/8/2009	Denied
13167	8/19/2009	9/2/2009, 9/2/2009	Not Submitted
13166	8/19/2009	8/19/2009	Not Submitted
13160	8/19/2009	8/5/2009	Not Submitted
13158	8/19/2009	8/18/2009	Not Submitted
13080	8/13/2009	8/16/2009	Not Submitted
12899	8/9/2009	8/5/2009	Denied
8819	5/11/2009	5/11/2009	Denied
7828	4/28/2009	3/30/2009	Denied
7492	4/22/2009	3/30/2009, 3/31/2009, 4/1/2009, 4/2/2009, 4/3/2009	Submitted
34360	4/21/2009	9/7/2009	Not Submitted
9609	4/2/2009	4/1/2009	Not Submitted
6533	3/27/2009	3/19/2009	Denied
5490	3/5/2009	3/3/2009, 3/4/2009, 3/12/2009	Not Submitted
4538	2/5/2009	2/5/2009	Denied
4537	2/5/2009	2/5/2009	Denied
4308	1/29/2009	1/29/2009	Denied
3338	1/7/2009	1/4/2009	Denied

Authorizing Forms

File Cabinet

Forms waiting for Authorization

Warren Consolidated Schools Document Repository

Logout (testid)

Home > Secure Employee > Payroll > Timesheet > View Form

Timesheet Form - View

Form No: 19775
Date: 11/18/2009
Name: ZZZZZZ, ZZZZZZ
Position: Special Ed. Aide
Location of Job: Sterling Heights High School
Employee Group: 1815

Pay date is entered.

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description	Pay Date	Acct No
11/18/2009	1h 18m	x1.0	Normal		Balance of Straight time for working conferences	1/21/2011	211387
11/18/2009	3h 30m	x1.5	Normal		Conferences overtime hours	1/21/2011	211387
Total:	4.80						

Authorization history.

Administrator	Date	Status	Clerical	Date	Acct No
ZZZZZZ, ZZZZZZ	1/5/2011	Authorized			
ZZZZZZ, ZZZZZZ	1/5/2011	Authorized			211387

Shows full history.

Status: Authorized

Return Print History

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The screenshot shows the "Timesheet Form - Edit" interface. At the top left is the Warren Consolidated Schools logo. The navigation menu includes Home, Secure Employee, Employee Directory, Fiscal Services, Payroll, Check Stub, Timesheet, W-2, 12-month Indement Weather, Student Affairs, Maintenance, Utilities, Received/Submitted Routed Forms, and Blank Fillable Forms. The main form area has the title "Timesheet Form - Edit". It contains fields for Form No: 9031, Date: 12/22/2008, Position: Teacher, Location of Job: Sterling Heights High School, and Employee Group: WEA. Below these is a table with columns: Date Worked, Hours Worked, Rate, Dist Code, Gross Amount, and Job Description. The first row shows 12/22/2008, 1 hr, 8 Mins, Regular, Workshop rate, and Subbed on Prep for J. A speech bubble points to the Job Description column with the text "Add teacher's name, prep hour or any other information needed." Below the table are fields for Send To: 222222, 222222, Status: Denied, and buttons for Save, Cancel, Print, History, and Send Form. A second speech bubble points to the Send Form button with the text "Send the form again".

**Warren Consolidated Schools
Document Repository**

Logout: (testid)

Home > Secure Employee > Payroll > Timesheet > Edit Form

Timesheet Form - Edit

Form No: 9031
Date: 12/22/2008
Position: Teacher
Location of Job: Sterling Heights High School
Employee Group: WEA

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
12/22/2008	1 hr 8 Mins	Regular	Workshop rate		Subbed on Prep for J.
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
	0 Mins	Regular	Workshop rate		
Total:					

Send To: 222222, 222222
Status: Denied

Save Cancel Print History Send Form

Add teacher's name, prep hour or any other information needed.

Send the form again

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GAME SUPERVISOR/INTRAMURALS/OTHER

This is an example of what a time sheet entry should look like for a game supervisor. These time sheets should be sent to your building principal.

[illegible]

Tip: Do not mix game supervision and teacher extra hours. These are two different types of timesheets and are loaded into payroll by separate methods.

The screenshot shows the 'Payroll' section of the 'Secure Employee' form. The breadcrumb trail at the top reads: Home > Secure Employee > Payroll > Timesheet > Add Form.

Form Fields:

- Date: 1/13/2011
- Position: HS Teacher
- Location of Job: Cousino High School
- Employee Group: Conventional Care Home Tutor (highlighted by a callout)

Table:

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
1/13/2011	1	0 Mins Regular	Home tutoring		Bush: Doe home skill
Total: 1.00					

Send To: JARE WYMAN

Buttons: Save, Cancel, Print, Send Form

Callouts:

- "Use this employee group from the drop down menu." points to the 'Employee Group' dropdown.
- "Dist code should read Home tutoring if the proper Employee group has been chosen." points to the 'Dist Code' dropdown in the first row.

Page Information:

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Send this time sheet to Wyman Lare for authorization.

Include the student's name and whether it was school contact or home contact under Job Description.

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Medication Supervision

Always use the Medication Supervisor employee group to be paid the proper rate. If you act as a parking lot aide during lunch, it must be entered on a separate time sheet because the employee group changes to Lunch Supervisor. Working as an aide in the parking lot is a different rate of pay and must be entered using the appropriate employee group.


**Warren Consolidated Schools
Document Repository**
Logout (testid)

Home > Secure Employee > Payroll > Timesheet > Add Form

Timesheet Form - Add

Date: 1/13/2011
Position: Medication Supervisor
Location of Job: Sisk Elementary
Employee Group: Medication Supervisor

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
1/13/2011	1	0 Mins	Regular		Dispensed Medication
1/14/2011	1	0 Mins	Regular		Dispensed Medication
1/17/2011	1	0 Mins	Regular		Dispensed Medication
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
Total:		3.00			

Send To:

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**Warren Consolidated Schools
Document Repository**
Logout (testid)

Home > Secure Employee > Payroll > Timesheet > Add Form

Timesheet Form - Add

Date: 1/13/2011
Position: Lunch Supervisor
Location of Job: Sisk Elementary
Employee Group: Lunch Supervisor

Date Worked	Hours Worked	Rate	Dist Code	Gross Amount	Job Description
1/13/2011	1	0 Mins	Regular		Lunch Aide
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
		0 Mins	Regular		
Total:		1.00			

Send To:

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Read the conflict section...Acknowledgement is necessary to submit time for the same date.