# Informed K12 - Timesheet Quick Start Guide



How do I access the timesheets? Timesheets are available on the Staff Page of the District Website, under Payroll

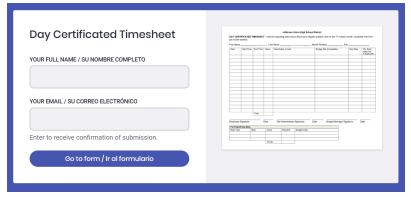
- Day Certificated Timesheet <u>Link to initiate</u>
  - For all high school teachers, counselors, and any other employee represented by the Day Certificated Contract to report work beyond their regular work schedule
- Substitute Teacher Timesheet <u>Link to initiate</u>
  - For all substitute teachers to report all of their work, please note you will need to fill out a separate form for each site and for each month
- Adult Certificated Extra Time Timesheet Link to initiate
  - o For adult school teachers and counselors to report time beyond their regular work schedule
- Adult Certificated Regular Timesheet <u>Link to initiate</u>
  - For adult school teachers who hold other full-time positions in the district to report their regular adult school work hours

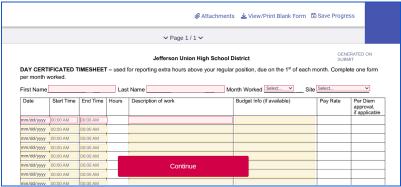
Note: You do not need an account to fill out forms. Just fill it out electronically and it will route through all of the appropriate approvals on its own!

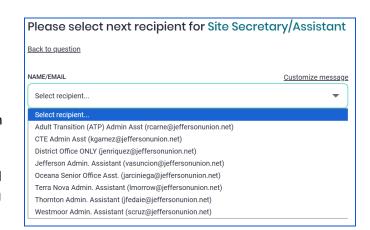
## How do I fill out and submit a form for approval?

- Click on the link and fill out your Name and Email to get started, and click "Go to form."
- 2. You will then see the electronic form that looks very similar to the one you've used on paper. You are REQUIRED to fill out the red fields, the yellow fields are optional. Be sure to fill out across the month by clicking the "SAVE PROGRESS" button at the top right. You will receive a copy of the saved timesheet in your email to come back to at any time.
- 3. Once you've added all necessary data, click the big red "Continue" button, and then click "I am an employee submitting my own timesheet".

  You will then be able to select who to send the form to next from the recipient drop down in the window that pops up.
- 4. Click "Send to this recipient" and you're done!!
- 5. IMPORTANT!!!! You will receive a link to your email with a copy of your form once you submit it. To see the progress of your form as it moves through the district, refer back to it. No worries if it gets lost though, you will also receive an email when the form has finished going through the approval route and is completed!







# Informed K12 - Timesheet More Information



#### **ELECTRONIC TIMESHEETS OVERVIEW**

Last Revised: July 30, 2025

WHO? All Certificated staff, including substitutes, are required to use electronic timesheets.

WHAT? Paper timesheets will no longer be accepted for Certificated employees. All time reporting must be completed using the district's electronic timesheet system.

WHERE? Electronic timesheets must be submitted at all JUHSD locations.

WHEN? Electronic timesheets are required beginning with the 2025–2026 school year.

- Submit timesheets by the **first workday of each month** for hours worked in the previous month.
  - o Example: Submit August hours by the first workday in September.

WHY? The switch to electronic timesheets ensures:

- More efficient payroll processing
- Improved accuracy and oversight
- Timelier payments for all staff

HOW? Visit the STAFF page on the JUHSD District Website and use the provided links to initiate a timesheet.

#### **INSTRUCTIONS**

### Getting Started

- **No login required** just enter your **name** and **email address** to begin.
- Timesheets are:
  - Site-specific If you work at multiple sites, submit a separate timesheet for each.
  - Month-specific Submit a separate form for each month of work.

#### Submission Guidelines

- Monthly Deadline: Submit by the first workday of the following month to receive payment in that month.
  - Late submissions may result in delayed payment.
- Mid-Month Submissions: You may submit timesheets at any time during the month if your reporting is complete.

#### Ways to Complete Your Timesheet

You may choose either of the following approaches:

# 1. Track and Save Throughout the Month:

- o Add entries as you go and save the form after each update.
- A unique link to your timesheet will be sent to your email for continued access.
- Submit the finalized timesheet at the end of the month.

#### 2. Submit As You Work:

- Especially helpful for those with only a few reportable hours.
- o There is no limit to how many timesheets you can submit each month.

#### Other Tips

- Budget Code (Optional):
  - If you know the funding source, include it using numbers or a description (e.g., Site Council Funds or Resource 0201)
  - o If unsure, you may leave this field blank.

#### Save Time with Copy Forward:

 If your timesheet entries are similar each month, you can copy data from a previous form, update the dates, and make any necessary adjustments.