

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 - [Link to initiate](#)
 - 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 - [Link to initiate](#)
 - 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](#)
 - For adult school teachers and counselors to report time beyond their regular work schedule
- Adult Certificated Regular Timesheet - [Link to initiate](#)
 - 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?

1. **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!**

Please select next recipient for **Site Secretary/Assistant**

[Back to question](#)

NAME/EMAIL

[Customize message](#)

Select recipient...

Select recipient...

Adult Transition (ATP) Admin Asst (rcame@jeffersonunion.net)
CTE Admin Asst (kgamez@jeffersonunion.net)
District Office ONLY (jenriquez@jeffersonunion.net)
Jefferson Admin. Assistant (vasuncion@jeffersonunion.net)
Oceana Senior Office Asst. (jarciniega@jeffersonunion.net)
Terra Nova Admin. Assistant (lmorrow@jeffersonunion.net)
Thornton Admin. Assistant (jfedaie@jeffersonunion.net)
Westmoor Admin. Assistant (scruez@jeffersonunion.net)

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.
 - *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:**
 - 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.
 - 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*).
 - 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.