



Carbon Lehigh Intermediate Unit #21

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Procedures for Completing and Submitting CLIU Timesheets

Timesheet are required to be completed with the following the procedures below:

1. Employees must use an authorized timesheet for the current fiscal year when reporting time worked. No other form will be accepted. Timesheets and schedules are available from the CLIU Website under the Human Resources – Payroll section.
2. Employees must submit **ORIGINAL** timesheets with **legible writing** in **BLUE INK** for payroll processing. **NOT FAXED or EMAILED**
3. The “Payroll Wage Sheet” will assist employees with filling out their timesheets. This wage sheet is mailed to the employees from HR-Payroll at the beginning of the fiscal year in July. Check the latest wage sheet mailed for the board approved hourly rate. If you are unsure of the board approved hourly rate, please contact the HR-Payroll office at extension 1635 or 1067
4. Employees must ensure **the information being submitted on the timesheet is accurate**. Check that the dates are correct, no overlapping dates/hours, snow closing/delays. The following information must be **filed in**: the hourly rate, total hours and calculate the total gross.
5. All timesheets are to be submitted to your supervisor following the payroll schedule which is available on the CLIU website under the Human Resources – Payroll section, click on Timesheets & Procedures.
6. **If all information required is not complete or accurate the timesheet will be either returned to the employee’s supervisor or returned to the employee for completion.** If the appropriate timesheet is not returned by the payroll deadline date, the employee risks not getting paid until the following pay date.
7. **If the employee has a non-working lunch, without a child present, please breakout your lunch by using 2 lines, see below:**

Example:	09/10/18	Mon	8:30 - 11:30	3.00 hrs
	09/10/18	Mon	12:00 - 3:15	3.25 hrs
8. The following items **cannot** appear on your timesheet:
 - “1 Day” in the total hour’s column. (We need the specific hours worked)
 - Dittos marks or arrows to show all the same times/date etc. (You must fill in each line correctly)
9. Full time/part time employees must mark the timesheet with the type of paid day according if a paid day off has been approved by your supervisor in the Absence System. The employee will note, for example, sick or personal day, full day or half day and A.M. or P.M. The employee must submit for the requested day off in accordance with the absence procedures.

Please contact the HR-Payroll office at x1635 or x1067 if you have any additional questions.

Helping Children Learn

“CLIU is a service agency committed to Helping Children Learn.”