



Carbon Lehigh Intermediate Unit #21

4210 Independence Drive
Schnecksville, PA 18078-2580

Elaine E. Eib, Ed.D.
Executive Director

Kimberly A. Talipan
Assistant to the Executive Director

610-769-4111
800-223-4821
Fax 610-769-1290
www.cliu.org

 facebook.com/CarbonLehighIntermediateUnit21

 @CLIU21

 youtube.com/user/CarbonLehigh

Procedures for Completing and Submitting CLIU Substitute Teacher/ IA 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 submitting on the timesheet is accurate.** Check that the dates are correct, no overlapping dates/hours, snow closing/delays. The following information must be **filled in:** the hourly rate, total hours and calculate the total gross.
5. If there is a discrepancy with the information required, the timesheet will be returned to the employee after the first occurrence. If the appropriate timesheet is not returned by the payroll deadline date, the employee risks not getting paid until the following pay date.
6. 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
7. Employees **must fill in** the first and last name of the person subbed for along with the school location they have been requested for.
8. If the hours worked are **different** from the classroom directory, employee must fill in the REASON for the exception. For example: Bus Late, Instructed by teacher in classroom, Late call for assignment, Dr appointment left early, etc
9. 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)
10. All timesheets must be submitted to the HR – Payroll department following the payroll schedule which is available on the CLIU website under the Human Resources – Payroll section, click on Timesheets & 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.”