

# BRIGANTINE PUBLIC SCHOOLS

## TIMESHEET INSTRUCTIONS

Please follow the instructions below when completing district timesheets.

1. Select the correct timesheet.

Timesheet Type	Who Completes Each Timesheet
Substitute Staff Member Timesheet	All substitute teachers, substitute aides, substitute secretaries, substitute custodians, and substitute school resource officers
District Staff Member Timesheet	Staff members that have been approved by the Board of Education to complete additional duties that are not grant funded
District Staff Member Timesheet – PEA Grant	Contracted staff members that have been approved by the Board of Education to complete additional duties funded by the Preschool Education Aid (PEA) grant
District Staff Member Timesheet – ESSA Grant	Contracted staff members that have been approved by the Board of Education to complete additional duties funded by the Every Student Succeeds Act (ESSA) grant, which includes Title I, Title I SIA, and Title IV
District Staff Member Timesheet – ARP Grant	Contracted staff members that have been approved by the Board of Education to complete additional duties funded by the American Rescue Plan (ARP) grant

2. Complete and sign the timesheet. Make sure to write in your name, the payroll period ending date (these dates fall on the 15<sup>th</sup> of the month or the last day of the month), and your dates and hours worked.

If you are completing a timesheet for a grant-funded activity, make sure to select the box for the proper grant at the top of the timesheet.

Don't forget to sign your timesheet for each payroll period!

### TIMESHEET PAY DATES

- Timesheets that include dates between the 1<sup>st</sup> and 15<sup>th</sup> of the month will be paid on the last payroll of that month.
- Timesheets that include dates between the 16<sup>th</sup> and the last day of the month will be paid on the first payroll of the next month.