Please contact Becky Friedrich in Payroll at 360-954-3007 or becky.friedrich@washougalsd.org for any further questions.

Time sheets should be filled out online, if possible, and printed out for signatures. Please see your building secretary or the payroll department for assistance if needed. If computer access is not available for filling in on-line, a "write-in" time sheet may be picked up at your building office, but must turned in completely legible without any scratch-outs, scribbles, or white outs. Please make a copy of your signed time sheet and keep for your records. A new calendar-accurate time sheet for each month will be available on the District website and at your building office.

Time sheets should be turned in to your building secretary by the 1st of each month. Your pay will be adjusted on the next pay date for any additional hours pay and/or unpaid leave. Pay days are always the last day of the month unless they fall on a Sat/Sun, then they are the Friday before the last day of the month.

Fill in your position information and your name in the top section. Fill in the number of hours you are scheduled to work on both a regular school day and all types of early release days even if it is the same.

SECTION #1 ASSIGNED HOURS WORKED AND PAID HOLIDAYS. Please use a separate line for each budget number and/or pay rate. This is for the hours you worked at your assigned position. (Example: Your assigned hours per day is 8 hours, you worked 6 hours but left 2 hours for a doctor appointment; put 6 in Section #1 and 2 on the Sick Leave line in Section #4.)

SECTION #2 ADDITIONAL HOURS TO BE PAID BEYOND YOUR ASSIGNED HOURS. Please provide a budget code AND initialed authorization from the director in charge of that code if it is not from your immediate supervisor. DO NOT PUT TEACHER SUBSTITUTE PAY HERE. TEACHER SUBSTITUTE HOURS SHOULD BE ENTERED INTO AESOP AND WILL BE PAID FROM THERE.

SECTION #3 LEAVE WITHOUT PAY. Use a negative sign in front of any unpaid leave hours. If you are subbing in a different position during your normal work hours, you need to put the number of hours you took away from your position to sub in the LWOP section and the number of hours you subbed in the Additional Hours section. This section should also be used when you have run out of your sick leave balance. Use a separate line for each budget #, pay rate and pay code. This will be deducted from your pay on the next month’s pay check.

SECTION #4 PAID LEAVE. You are given a balance of paid leave at the beginning of the school year to be used throughout the year. Key the number of hours you were gone in the appropriate line for the type of leave you are using (i.e., sick, personal, vacation, miscellaneous). We do not need absence reason codes on your time sheet since all Absences Requests must be approved through AESOP and the more specific absence reason will be noted there. These leave hours will be deducted from your paid leave balances and show on the next month’s pay stub. (Sick Leave includes: Emergency/Doctor/Dentist/Family Illness)

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