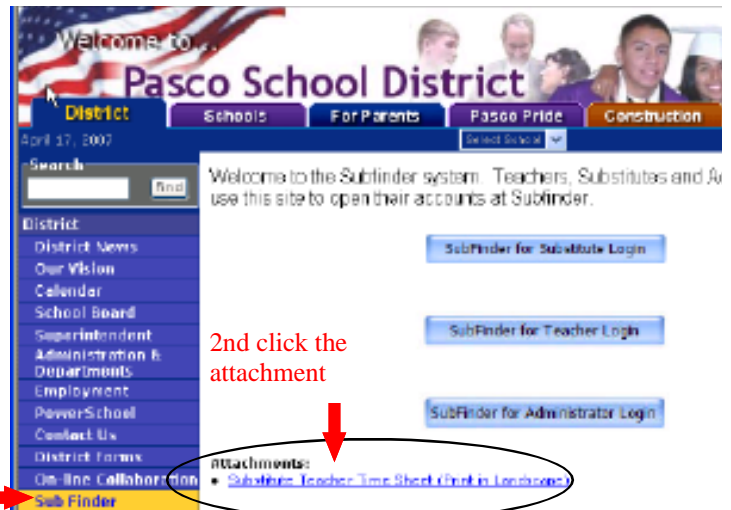


PASCO SCHOOL DISTRICT

New Substitute Timesheet

- Beginning May 1st we will be implementing a new Substitute Timesheet.
- The new Timesheet will be turned in weekly on Friday.
- Where to locate the new Timesheet:

www.psd1.org



- The reason for the change is to provide human resources and payroll time to reconcile timesheets against teacher absences prior to the end of the month.
- On Friday morning each week you will leave your timesheet with the secretary / clerk. They will return a copy of the scanned timesheet back to you for your records at the end of the day. If you know you will work a shortened week, you may turn your form in the last work day of that week. If you do not work on Friday, you may turn your time sheet in on Friday at any building. You may also turn in the form your first workday of the following week.
- The last day of the month is special. Whether you work or not, you need to turn in your sub time sheet at any school building or at the Booth Building. The next day (the first of the month), you will start a new time sheet and label the first day of the week as 05-01-2007, for example. That means one week each month you will actually fill out two time sheets. One will have the Monday date and the second will have the 01 date.
- If you have any questions, call the help desk at 6710 or 543-6710.