When to fill out a timecard?
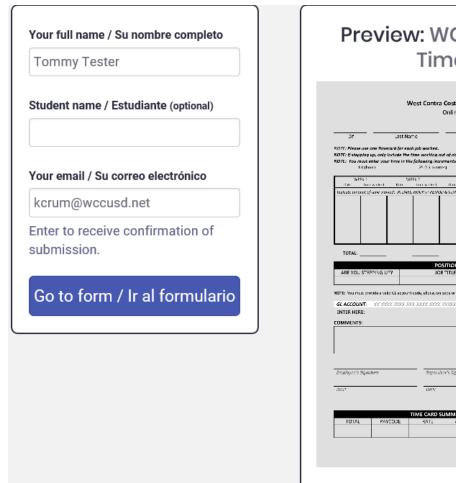
1. If you are doing your normal job and are working additional/overtime hours but it is being paid by a different job or account number than your normal assignment.
2. If you are stepping up working differential. Please note, if you are a 4 hour a day employee stepping up into a 7.5 hour employee, you will need to submit 2 cards. One for the stepping up portion and one for the additional 3.5 hours as a substitute.
3. If you are being paid for a one time stipend. Please note, put the stipend amount in the comments section.

Instructions

Go to WCCUSD.net. Click on Departments & Areas for the drop down. Choose Business Services. Scroll down and click Payroll. Here you can see the quick links on the right. *Click here to access GENERAL Online Timecard*.

You may want to bookmark this page so you can go straight in next time. Click button – go to form.

Fill in your employe ID, **LEGAL** Last/First name (Do not put any nicknames or middle names you go by), and from the Site/Dept Worked drop down menu select *Dept - English Learner Achievement*. Don't put where you normally work, this is the department for which the work assignment was completed.

West Contra Costa Unified School District
Online Timecard

| ID# | Last Name | First Name | Site/Dept Worked |

Click on the select button to choose Hour from the drop down menu.

Click the date box and either type the date or choose on the calendar that pops up.

Click the number box and put in the time worked.

NOTE: Please use one timecard for each job worked.
NOTE: If stepping up, only include the time working out of class.
NOTE: You must enter your time in the following increments as an example:

| 1.0 (hour) | .25 (15 minutes) | .50 (30 minutes) | .75 (45 minutes) |

WEEK 1		WEEK 2		WEEK 3		WEEK 4		WEEK 5	
Date	Time worked	Date	Time worked	Date	Time worked	Date	Time worked	Date	Time worked
Indicate amount of time worked: IN DAYS, HOUR or PERIOD & STIPEND in time worked column:							Select... ⌄		
mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number
mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number
mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number
mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number
mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number
mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number	mm/dd/yyyy	number

Click the dropdown to choose yes or no to are you stepping up.

In the Job Title area type *RANGE 63 TRANSLATOR*

Leave the Person Replaced area blank.

POSITION INFORMATION		
ARE YOU STEPPING UP?	JOB TITLE	PERSON REPLACED
NO ⌄	Coaching	

Leave GL ACCOUNT and PCN/Allocation Code areas blank.

The department reviewer will put in the missing codes.

NOTE: You must provide a valid GL account code, allocation code or PCN number. It will be returned, and maybe delayed, if it is not correct.

GL ACCOUNT: XX-XXXX-XXXX-XXX-XXXX-XXXX-XXXXXX-X-XXXX   *PCN/Allocation Code:*
ENTER HERE: [   ]   ENTER HERE: |[   ]

In the comments section indicate if this assignment is overtime.
Put any comments that will be used to calculate pay or for record keeping. Do not put any GL account codes, PCNs, or Allocation Codes.

COMMENTS:
[   ]

Type your name in the Employee's signature. When complete, click blue box to add signature.

Click to sign here		
Employee's Signature	Supervisor's Signature	Additional Approval (as required)
05/01/2020		
DATE	DATE	DATE

Tommy Tester ✕

Review your signature

Use Typed   Draw it

Tommy Tester

☐ Save signature for future use

By clicking 'Add signature' you accept the terms of this document and agree to Informed K12's Terms of Use.
If you do not wish to sign this form electronically, click here.

remove   Add signature

Attach your ***Translator Sign-In_Out Timesheet*** by clicking the "Choose file(s) button.
 Please note that not attaching *Translator Sign-In_Out Timesheet* may delay payment, as your timecard will be returned for you to attach it.

Add Attachments

Choose file(s) ⬅

***Time Sheet(s)* and/or meeting schedule(s) must be attached in order for your timecard to be processed.**

Submit form by pushing pink box.
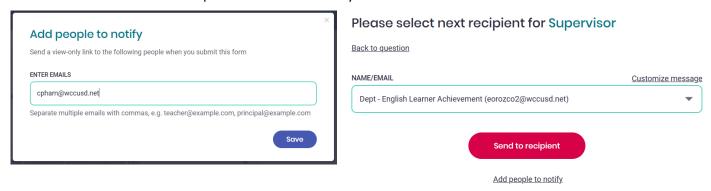
Submit form / Enviar formulario

Click Ok.

✕

Please send to your Supervisor. If this is extra work or additional work, please send it to the person you reported to for this work.

Ok

From the Supervisor drop down menu select Dept - English Learner Achievement (eorozco2@wccusd.net)
Click on "Add people to notify" and add cpharn@wccusd.net then click "save" in order for Chris to be cc'd.
Click on the red "Send to recipient" button to submit your timecard.

Once you have successfully submitted your electronic timecard you will get this prompt.

If you have any questions please contact the English Learner/Multilingual Achievement Department.