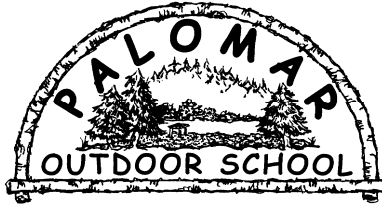


TIMEKEEPER PACKET

SAN DIEGO UNIFIED SCHOOL DISTRICT
OFFICE OF INSTRUCTIONAL SUPPORT
SCIENCE DEPARTMENT



19452 State Park Rd. – P.O. Box 159, Palomar Mountain, CA 92060
Phone (760) 742 – 3270 FAX (760) 742 – 2126 E-mail grose@sandi.net

Time Keeper Instructions

PRIOR TO ATTENDANCE

- ❑ Work with your school's OCILE Coordinator to determine whether visiting teachers need to be arranged via SAMs.
- ❑ Use SAMs to order subs to fill single grade classrooms.
- ❑ Call Palomar to arrange pre-approval for subs needed to fill split-level classrooms.
- ❑ Use SAMs to order subs needed to go to Palomar. (Please call Palomar if this is necessary, as we prefer regular staff to attend with students.)
- ❑ Ask for Palomar budget # for pre-approved subs.
- ❑ Provide timesheets to classified employees going to Palomar (to be completed & signed at Palomar then returned to city school timekeeper.)

AFTER ATTENDANCE

- ❑ Input regular time on site budget numbers as usual.
- ❑ Input "extra time" & "overtime" using Palomar budget numbers provided.
- ❑ Input comp time earned for teachers who attended a full week at Palomar (one comp day for the week) and input comp day used when appropriate. Use Palomar budget # for this comp day. Please make the note "Comp earned, week of xxxxxx"
- ❑ Verify time on SAMs, when applicable.