

2021 SEASPAR – Inclusion Timesheets – Instructions

1. As it states at the top of the timesheet, “All timesheets are due to SEASPAR by **midnight Saturday**” on the date they are due (see check boxes with the pay period # and date due). Refer to the supplemental “Payroll Dates” document for timesheet due dates and pay dates.
2. **Program Name:** Please write in the full and correct program name for the program worked.
3. **Member Entity:** This is a very narrow column, so feel free to abbreviate (in some logical form), the town/park/district/member entity the program is offered through (check with Aaron Hirthe if you are unsure).
4. **Participant First & Last Name:** There should be no other info written in these cells, other than the first and last names of any participants you worked with for the program. Once you write the full first and last names one time on the timesheet for a given program, you can just write the first name and last initial thereafter. You can also use the apostrophe (“) symbol to indicate the info in the cell immediately above is the same (see sample time sheet for an example of this).
5. **Day:** You can use abbreviations for the day worked (M/T/W/Th/F/Sat/Sun).
6. **Date:** You can just write the month and day numbers to identify the date worked.
7. **Time worked:**
 - a. **These times must be written in ink (no pencil)**
 - b. **These times must be accurate, and approved by the on-site program supervisor**
 - c. **These should be approved by the on-site program supervisor the day you worked the program, not at the end of the two-week pay period**
 - d. **Times should be rounded to the nearest 15-minute increment** (i.e., your shift starts at 2:47pm, write down 2:45pm OR if your shift starts at 3:10pm, write down that it started at 3:15pm)
 - e. **Please remember that you should always arrive 15 minutes prior to the start time for an Inclusion assignment as determined or given to you by Aaron Hirthe or the Park District**
 - f. **If you, the program, or the participant is any of the following...**
Aide Sick/Aide Absent/No Program Date/Program Cancelled/Snow Day/Ppt Known Absence/Ppt Sick/Ppt No Show/etc.
...please write this info in on your timesheet so Aaron Hirthe is aware of why you didn’t work or work your regularly scheduled shift. This will avoid questioning emails as to why a date you were supposed to work is not on your timesheet.
8. **Total Hours (column):** Please double check your math and make sure that you are totaling your hours correctly for each date/program worked. Once all your hours for each Inclusion assignment are logged on your timesheet(s), please add them up (again, double check your math) and write the total hours worked for that pay period at the bottom of the timesheet. Please make sure you are accurately writing down hours when you worked less than an hour or not quite a full hour...
 $\frac{1}{4}$ hour = .25 $\frac{1}{2}$ hour = .5 $\frac{3}{4}$ hour = .75
If you worked 3:00pm to 5:30pm, you do not write 2 hours 30 minutes (2:30), you write 2.5 for your hours!
9. **Supervisor Approval:** Technically your Inclusion timesheet is NOT VALID if you do not have the on-site program supervisor’s initials on your timesheet for any given program you worked. SEASPAR pays you, but the hours we pay you get billed back to the towns/Park Districts/member entities where you worked. That said, they can question/audit our bill to them, as well as your timesheets at any time and we need to make sure their program staff are verifying and approving any Inclusion hours you work. It may be an inconvenience to you or the on-site program supervisor, but it is highly suggested that you bring your timesheet to every program and get those supervisor initials on the timesheet at the end of the program each date or when you depart.
10. **Staff Name/Date:** Please be sure to write your name on the timesheet and the date you turned it in.

Miscellaneous Reminders:

1. Please make sure the timesheet is legible. If you would like a fillable or word version of the timesheet, I can provide either format.
2. Feel free to turn in multiple timesheets, if it is easier or “cleaner” to do so to separate your Inclusion assignments on separate timesheets.
3. **It is your responsibility to know when timesheets are due and to turn your timesheets in on time each pay period!**