



## 2022 SEASPAR – Inclusion Timesheets – Instructions

1. All timesheets are due to SEASPAR by **midnight Saturday** they are due (see check boxes with the pay period # and date due). Please 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 Christina Fernandez if you are unsure of the member entity district you are working in.
4. **Participant First & Last Name:** There should be no other info written in this cell other than the first and last name(s) of the participant(s) you worked with for the program. Once you write the full first and last name(s) 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 information in the cell immediately above is the same. Please reference the sample timesheet for an example.
5. **Day:** You can use abbreviations for the day worked (M/T/W/Th/F/Sat/Sun).
6. **Date:** Please write the number month and day 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 must 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 3:00pm)
  - 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 Christina Fernandez or the Member Entity.
  - 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 SEASPAR is aware of why you did not 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 5:45pm, you will write 2.75 for you hours.*
9. **Supervisor Approval:** 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 SEASPAR bills your hours worked back to the member entities where you worked. That said, they can audit the bill sent to them, as well as your timesheets at any time. Therefore, their program supervisors should be verifying and approving any Inclusion hours you work. It is highly suggested that you bring your timesheet to every program and get the supervisor initials on the timesheet at the end of each program.
10. **Staff Name/Date:** Please be sure to write your first and last name on the timesheet and the date you turned it in. As well, please make sure to check the correct pay period box located at the top of the timesheet. Please refer to the supplemental "Payroll Dates" document for timesheet pay periods, due dates, and pay dates.

### 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 you with one.
2. If it is easier/cleaner to separate your Inclusion assignments on separate timesheets, please feel free to turn in multiple timesheets.
3. **It is your responsibility to know when timesheets are due and to turn your timesheets in on time each pay period.**