

SEASPAR Inclusion Timesheet 2022 – Instructions

All timesheets are due to SEASPAR by midnight on Saturday. Check boxes on top have each due date listed. Please refer to the supplemental “Payroll Dates” document for timesheet due dates and pay dates.

- 1. Program Name:** Please write in the full program name.
- 2. Member Entity:** Use the below Member Entity abbreviations:

BR = Brookfield
CH = Clarendon Hills
DA = Darien
DG = Downers Grove
IP = Indian Head Park
LE = Lemont
LG = LaGrange
LGP = LaGrange Park
LI = Lisle
WE = Westmont
WO = Woodridge
WS = Western Springs

- 3. Participant First & Last Name:** First and last name(s) of the participant(s) you worked with.
- 4. Day:** M/T/W/Th/F/Sat/Sun
- 5. Date:** Write the number month and day to identify the date worked.
- 6. Time worked:**
 - These times must be accurate and *approved by the on-site program supervisor*.
 - Round to the nearest 15-minute increment.
 - If you, the program, or the participant is any of the following: *Aide Absent/No Program Date/Program Cancelled/Ppt Known Absence/Ppt Sick/Ppt No Show*, please write this info on your timesheet so SEASPAR is aware of why you did not work your regularly scheduled shift.
- 7. Total Hours:** $\frac{1}{4}$ hour = .25 $\frac{1}{2}$ hour = .5 $\frac{3}{4}$ hour = .75
- 8. Supervisor Approval:** Your Inclusion timesheet cannot be processed if you do not have the on-site program supervisor’s initials on your timesheet for any given program you worked.
- 9. Staff Name/Date:** Please be sure to write your first and last name on the timesheet and the date you turned it in.