

Payroll Timesheets Guidelines

Fresno Unified completely converted to electronic timesheets. Positive and Negative time is now recorded in PMA and the substitute SmartFind system. If for some reason you need to submit hours for a prior pay period to the payroll department, please follow these guidelines.

Electronic Timesheets are considered legal documents of original entry and are saved in Laserfiche. These records are subject to audit by our internal and external auditors as well as, other public agencies and unions and they must have Administrative approval.

Electronic Timesheets Guidelines

Please adhere to the following guidelines before turning in your electronic timesheets to the Payroll office.

1. Email your electronic spreadsheet to your Payroll Specialist in an excel attachment format
2. Included your Admin in the email and they will need to reply saying they approve the hours
3. Timesheets are due in the payroll department on the 16th of every month

Paper Timesheets Guidelines

Paper timesheets will only be accepted for custodians during the summer time. No other paper timesheet will be accepted.

1. Complete the timesheets in **black ink**. Make sure the timesheets are legible.
4. Correct mistakes on current timesheet by drawing a line through the error, making the correction, and initialing the change. **Do not use white out or other paper masking products.**
5. Total the employee's hours by pay code and record. Total the hours on the page.

Time is recorded from the 16th of the prior month to the 15th of the current month. Timesheets are due in the payroll department on the 16th of every month.

Time is processed with the regular end of month (EOM) check which is paid on the last working day of the month.

Negative and Positive time entered in PMA

You will be entering Negative time such as Sick, Vacation, Personal Necessity, Personal Business, Jury Duty, Bereavement hours, etc.

You will also be entering Positive time such as SSH, NTA and XTM/OTM hours, etc.

Time is recorded from the 16th of the prior month to the 15th of the current month. All hours must be recorded in PMA no later than the 16th of every month and approved by Admin on the 17th.

Time is processed with the regular end of month (EOM) check which is paid on the last working day of the month.

SmartFind Verifications

Substitute time is captured through the Smartfind system. All time must be verified by the site or department on a **daily basis**. All jobs must be verified by the 16th of each month by 10am in order to be captured and paid at the end of that month.

Time is processed with the regular end of month (EOM) check which is paid on the last working day of the month, all negative and positive time will be paid for the 16th-15th.

If you have any questions on any of these topics, please do not hesitate to call or email our Payroll Supervisor, Yasmin Johnston at (559) 457-6201 yasmin.johnston@fresnounified.org or Leslie Juarez. Payroll Analyst at (559) 457-3517 leslie.juarez@fresnounified.org.

Thank you.
Payroll Department