

MEMORANDUM

TO: District Staff

FROM: Matt Hammer, Finance Director & Jennifer Claseman, HR Director

DATE: August 22, 2018

SUBJECT: Time Off and Time Sheets

All hourly staff are expected to record their hours worked on a daily basis; hours worked shall be logged at the beginning and end of their shift. All hours worked must be accurately reported; timesheets must reflect actual hour worked for the day/week.

Hourly staff are expected to seek and receive supervisor approval prior to any hours worked outside an employee's scheduled assignment.

All timesheets are expected to be submitted at the end of the week to their supervisor for approval.

Time off requests are expected to be submitted as far in advance as known by the staff member for supervisor approval and any additional secondary approval (e.g. other leave, sick family leave, FMLA, worker's compensation). Failure to submit time off requests in a timely manner may result in delays in the timesheet approvals.

Directions for how to submit your time off and record your time for your time sheets in Skyward Employee Access is attached and available [here](#).

Time sheet submittal directions can be found [here](#) under Payroll Information or by going to the Fridley Public School website, Employment, and Employee Resources.

All employees requiring a substitute must continue to submit their substitute request in [AESOP/Kelly Services/Teachers On Call](#) in addition to recording their time off in Skyward. If your position does not require a substitute, you will not enter absences in AESOP, but only Skyward.

If you have any additional questions, please feel free to reach out to the finance office.