

GVSD Google Timesheet How To's

Click the link located on the GVSD Website to open a google sheet template.

[GVSD Timesheet](#)

Once the template is open in Google Sheets click the blue box in the upper right corner. This will open an editable sheet for you to record your information.

Complete Timesheet:

DO NOT TYPE IN ANY SHADED AREAS OF THIS SHEET. IT WILL REMOVE THE NECESSARY FORMATTING AND THE TIMESHEET WILL NOT WORK PROPERLY.

Start over if you remove the formatting

Complete the information as you normally would in the Excel version of your timecard:

- **Employee ID** - If you do not know your ID it Can be found on your portal under “my information”
- **Name:** Your First and Last Name
- **Site:** Where the hours were worked (ie. GVCS, Scotten, LGMS)
- **Job Title:** What position you work (ie. Lunch Duty, Librarian etc)
- **Start Date:** *This is set for this month.* Future use - The start date is always the 26th of the month (xx/26/2020).
- **Contract Hours:** Daily hours you are contracted to work
- **Calendar Days:** *This is set for this month.* Future use - Adjust up or down as needed to have the last day on the timesheet be the 25th of the month. (xx/25/2020).
- **Hours:** Record the contracted hours worked, any leave types used or extra hours in the white area. The hours should total across each row as well as total at the bottom of each column. **If they do not total you have removed a formula in the shaded area.**
- **Comments:** Use the description area for any comments needed.
- **Signature:** Type your name in the employee signature box and date in the date box. We will accept digital signatures at this time.

Date	Day	Contract Hours Worked	Extra Hours Worked	Holiday	Vacation Leave	Sick Leave	Necessity Leave	Personal Leave	Comp Time Used	Other Leave/Hours	Total Daily Hours	Reason Substitute/Descr
3/15/20	Sunday										0.00	COVID-19 CLOSURE
3/16/20	Monday										0.00	COVID-19 CLOSURE
3/17/20	Tuesday										0.00	COVID-19 CLOSURE
3/18/20	Wednesday										0.00	COVID-19 CLOSURE
3/19/20	Thursday										0.00	COVID-19 CLOSURE
3/20/20	Friday										0.00	COVID-19 CLOSURE
3/21/20	Saturday										0.00	
3/22/20	Sunday										0.00	
3/23/20	Monday										0.00	COVID-19 CLOSURE
3/24/20	Tuesday										0.00	COVID-19 CLOSURE
3/25/20	Wednesday										0.00	COVID-19 CLOSURE
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	

Signature of Employee: Intephina Smith Date: 03/25/20

I certify under penalty of perjury that the above is true and correct and that any hours outside my normally contracted time were pre-approved by my supervisor.

For additional information on leave types please refer to the Employee Handbook

Sign and date electronically

Submitting your timesheet:

- Print to PDF - Click the printer icon in the upper left hand corner.

Click Print Icon

District MONTHLY TIME SHEET

Name: _____
 Site: _____ Job Title: _____
 Start Date: 2/26/20 Daily Contract Hours: _____ Calendar Days: 29
 ALL EXTRA HOURS WORKED MUST BE PREAPPROVED

Date	Day	Contract Hours Worked	Extra Hours Worked	Holiday	Vacation Leave	Sick Leave	Necessity Leave	Personal Leave	Comp Time Used	Other Leave/Hours	Total Daily Hours	Reason Substitute/Description
2/26/20	Wednesday										0.00	
2/27/20	Thursday										0.00	
2/28/20	Friday										0.00	
2/29/20	Saturday										0.00	
3/1/20	Sunday										0.00	
3/2/20	Monday										0.00	
3/3/20	Tuesday										0.00	
3/4/20	Wednesday										0.00	

- Check the settings as shown

Print settings Total: 1 page

Choose Landscape and Fit to Page

Print: Current sheet
 Paper size: Letter (8.5" x 11")
 Page orientation: Landscape Portrait
 Scale: Fit to page
 Margins: Custom numbers

- Click Next in the upper right hand corner, then use destination drop down and choose “save as pdf” then click save and choose a file name (e.g., Last Name March 2020) and an area on your computer where you can easily find it.

Grass Valley School District MONTHLY TIME SHEET

Employee ID: _____ Name: _____
 Site: _____ Job Title: _____
 Start Date: 2/28/20 Daily Contract Hours: _____ Calendar Days: 29

Date	Day	Contract Hours Worked	Extra Hours Worked	Holiday	Vacation Leave	Sick Leave	Necessity Leave	Personal Leave	Comp Time Used	Overtime	Lat H
2/28/20	Wednesday									0.00	
2/27/20	Thursday									0.00	
2/26/20	Friday									0.00	
2/25/20	Saturday									0.00	
3/1/20	Sunday									0.00	
3/2/20	Monday									0.00	
3/3/20	Tuesday									0.00	
3/4/20	Wednesday									0.00	
3/5/20	Thursday									0.00	
3/6/20	Friday									0.00	
3/7/20	Saturday									0.00	
3/8/20	Sunday									0.00	
3/9/20	Monday									0.00	
3/10/20	Tuesday									0.00	
3/11/20	Wednesday									0.00	
3/12/20	Thursday									0.00	
3/13/20	Friday									0.00	
3/14/20	Saturday									0.00	
3/15/20	Sunday									0.00	
3/16/20	Monday									0.00	COVID-19 CLOSURE
3/17/20	Tuesday									0.00	COVID-19 CLOSURE
3/18/20	Wednesday									0.00	COVID-19 CLOSURE
3/19/20	Thursday									0.00	COVID-19 CLOSURE
3/20/20	Friday									0.00	COVID-19 CLOSURE
3/21/20	Saturday									0.00	
3/22/20	Sunday									0.00	
3/23/20	Monday									0.00	COVID-19 CLOSURE
3/24/20	Tuesday									0.00	COVID-19 CLOSURE
3/25/20	Wednesday									0.00	COVID-19 CLOSURE
Total Hours											0.00

Signature of Employee: Josephine Smith Date: 03/25/20
 I certify under penalty of perjury that the above is true and correct and that any hours worked outside my normally contracted time were pre-approved by my supervisor.
 Signature of Supervisor: _____ Date: _____
 I certify under penalty of perjury that the above is true and correct.

For additional information on leave types please refer to the Employees Handbook.

Print 1 page
 Destination Save as PDF
 Pages All
 Pages per sheet 1

Choose 'Save as PDF'

Choose 'Save'

Save Cancel

- **Email PDF to Supervisor and Site Secretary (if applicable)** - Please attached your completed and saved .pdf timesheet in an email to your site supervisor and site secretary if applicable.
- You can print to a printer if you wish. You also will have a record in google sheets of what you submitted.

Remote Approval Procedures for Site Supervisors/Secretaries:

- Review the timesheet for accuracy
- If revisions needed, please communicate with employee to make necessary changes
- If approved, please forward the email to Dana Peterson (dpeterson@gvgsd.us) for processing.