



# Service Personnel Time Sheet Training

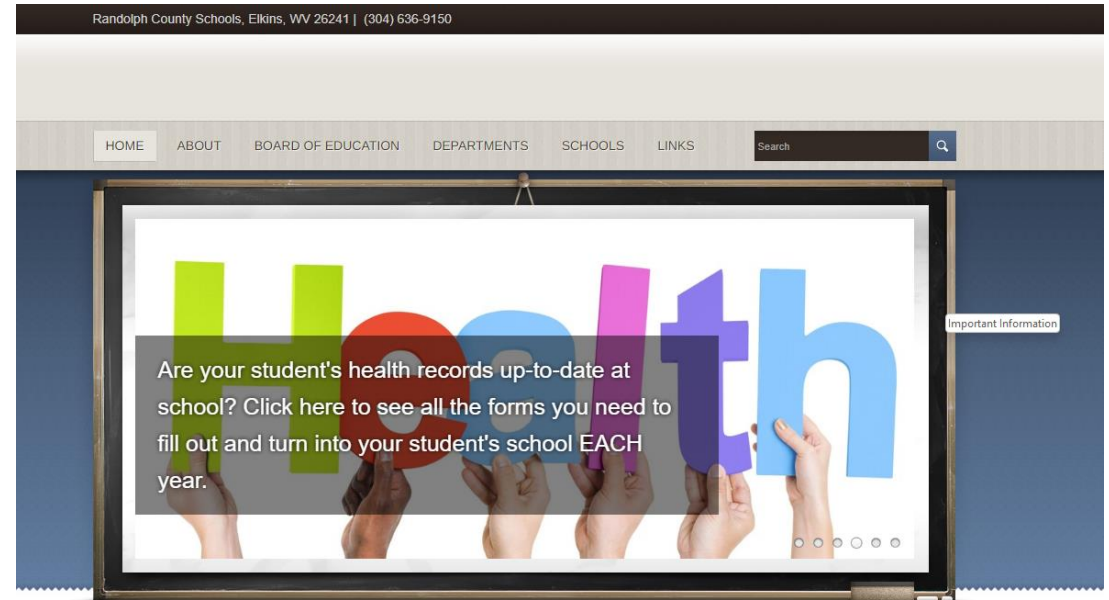
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Randolph County Schools  
Technology Integration Specialist

# Important Information

- Time sheets are to be completed daily, if you are changing locations
  - Example: On Monday you are at Elkins High School and on Tuesday you are going to Tygarts Valley. You will need to submit a timesheet upon leaving EHS on Monday and then submit another timesheet upon leaving TVMHS on Tuesday.
- If you know you are going to be at the same location all week then you can just submit on the last day you are at that location but it must be done at least once a week.
  - Example: You are at Elkins High for the month of October doing a long term sub job. You would submit every Friday in October.

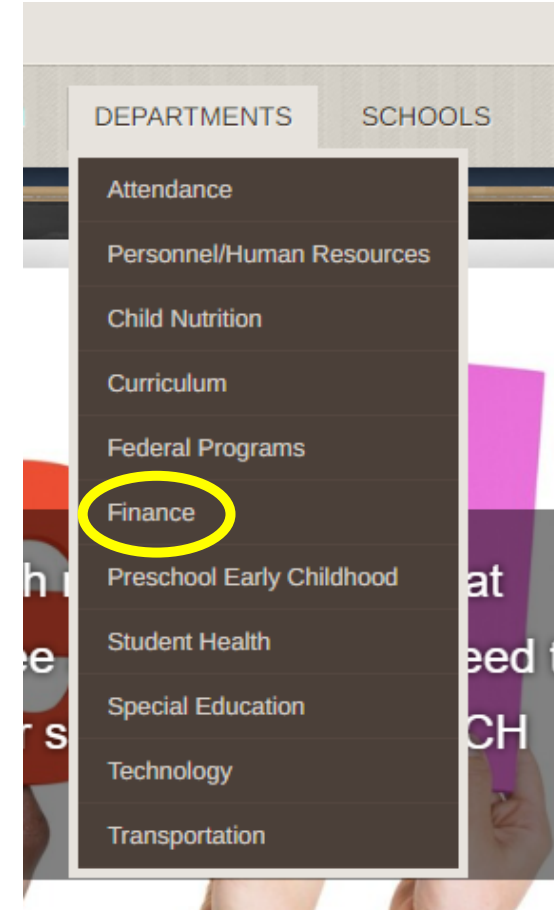
# Steps for Entering Time

- Step 1
  - Go to the Randolph County Schools Website
  - <http://boe.rand.k12.wv.us/>



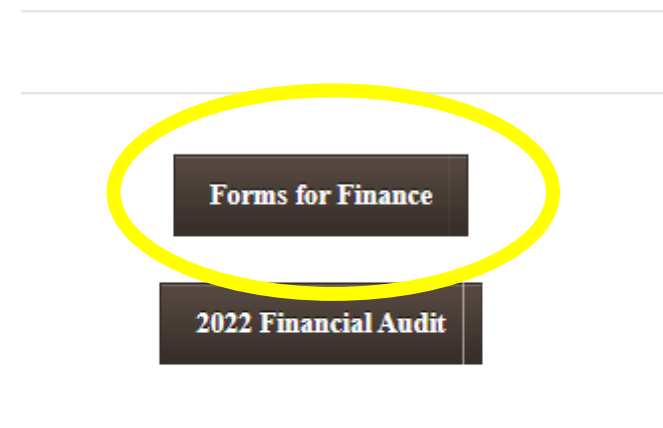
# Steps for Entering Time

- Step 2
  - Rollover the “Departments” tab, DO NOT CLICK
  - Once the drop down menu appears then click “Finance”



# Steps for Entering Time

- Step 3
  - Scroll down the page and then click the button that says "Forms for Finance"



## QUENTLY ASKED QUESTIONS

rt of the 2022-2023 school year?  
mile (as of January 2023). Reimbursement forms ar


# Steps for Entering Time

- Step 4
  - Once you have clicked “Forms for Finance” you will then click the link that says “Click for link” under the Digital Worksheet for all Employees

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FORMS FOR FINANCE

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<a href="#">Digital Worksheet for all Employees</a> <a href="#">Click for link</a>	RCBOE Reimbursement Form <a href="#">Download File</a>
205-220 Yearly Timesheet <a href="#">Download File</a>	RCBOE Direct Deposit Form <a href="#">Download File</a>
230-240 Yearly Timesheet <a href="#">Download File</a>	RCBOE Walking Claim Form <a href="#">Download File</a>
	Fund Raiser Approval Request Form <a href="#">Download File</a>

[Click here for electronic version of Teacher's Cash Collection Form](#)

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# Steps for Entering Time

- Please enter in all information.
- Under Employee ID you must enter in the entire 9 digit employee number starting with 975
- See next slide for picture.

# Steps for Entering Time



**Randolph County Schools**  
*"Purpose, Pride, and Perspective"*

Date

08/07/2023

## Employee Worksheet

Employee First Name

Employee Last Name

Must type in  
975

Employee Email

Employee ID Number

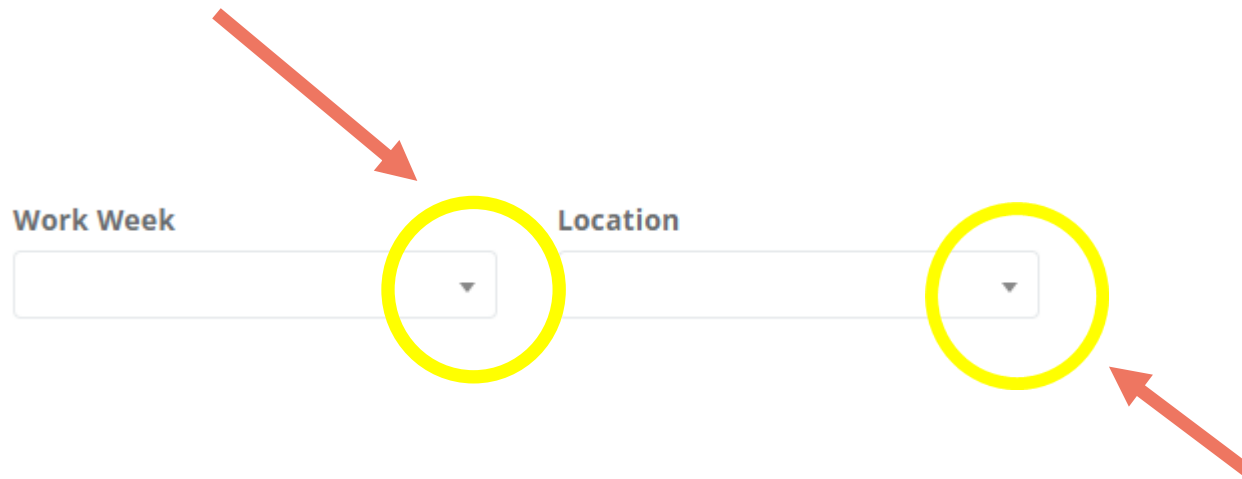


# Steps for Entering Time

- Now select your week from the work week drop down menu. \*\*This will ONLY show the current week and the previous 4 weeks. You CANNOT submit weeks ahead of time
- Then select your location from the location drop down menu
- Use the down arrows for both to select.
- See next slide for pictures

# Steps for Entering Time

Use this one for the work week.

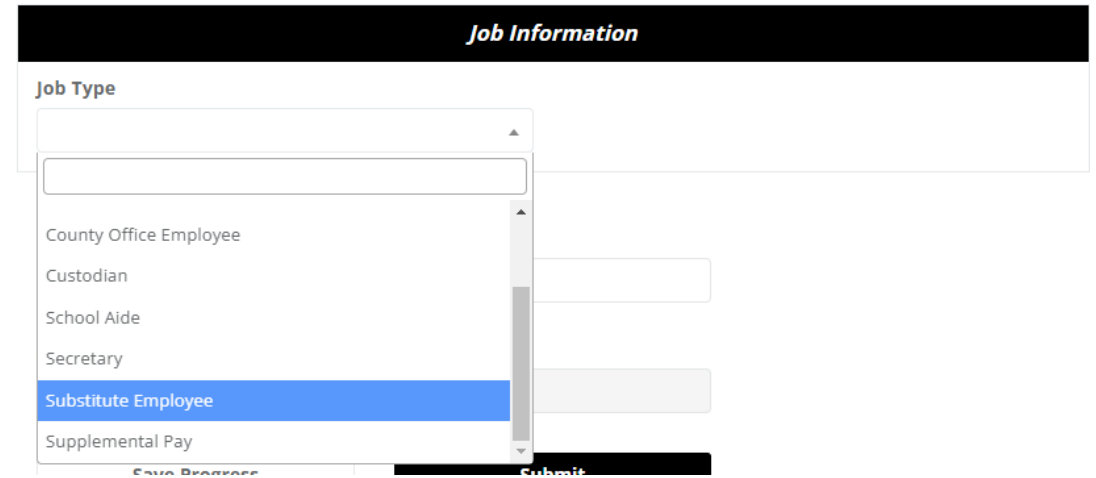


The image shows a horizontal form with two dropdown menus. The first dropdown is labeled "Work Week" and the second is labeled "Location". Both dropdown menus are highlighted with a yellow circle. A red arrow points from the text "Use this one for the work week." to the "Work Week" dropdown. Another red arrow points from the text "Use this one for location." to the "Location" dropdown.

Use this one for location.

# Steps for Entering Time

- Under Job Information, use the drop down menu to select the type of job you were doing.
- You will choose Substitute Employee



The screenshot shows a web form titled "Job Information". A dropdown menu for "Job Type" is open, displaying a list of job categories. The "Substitute Employee" option is highlighted in blue. Other visible options include "County Office Employee", "Custodian", "School Aide", "Secretary", and "Supplemental Pay". At the bottom of the form, there are buttons for "Save Progress" and "Submit".

Job Type
County Office Employee
Custodian
School Aide
Secretary
<b>Substitute Employee</b>
Supplemental Pay

# Steps for Entering Time

- Once you have clicked "Substitute Employee" You will have access to the Substitute Job Type drop down menu. Chose the correct job
  - Bus Aide
  - Bus Operator
  - Cook
  - Custodian
  - School Aide
  - Secretary

The screenshot displays a web form with two main sections: "Job Information" and "Employee W...". In the "Job Information" section, the "Job Type" dropdown menu is set to "Substitute Employee". The "Substitute Job Type" dropdown menu is open, showing a list of job types: Bus Aide, Bus Operator (highlighted in blue), Cook, Custodian, School Aide, and Secretary. Below the dropdowns is a "Comments" section with a text input area.

# Steps for Entering Time

<b>Employee Worksheet</b> <b>8/7/2023 - 8/13/2023</b>							
Date	Work/Leave Type	Begin Time (hr/min)	Lunch Start Time (hr/min)	Lunch Stop Time (hr/min)	Ending Time (hr/min)	Regular Hours	Leave Hours
▼	▼						
▼	▼						
▼	▼						
▼	▼						
▼	▼						
							0

# Steps for Entering Time

- If you have done everything correctly you will see the screen on the previous slide.
- From here you will use the drop down menu for each day you worked. Start on the first line and select your day under the Date Column.
- Then under the Work/Leave Type select your type of work which would be "Regular Work Hours"
- Then put the time in you worked. \*\*All substitutes with the exception of bus drivers need to leave a 30 minute lunch time in. Example on the next page if you worked 7-3.

# Steps for Entering Time

<b>Employee Worksheet</b> <b>8/7/2023 - 8/13/2023</b>							
Date	Work/Leave Type	Begin Time (hr/min)	Lunch Start Time (hr/min)	Lunch Stop Time (hr/min)	Ending Time (hr/min)	Regular Hours	Leave Hours
8/7/2023 ▾	Regular Work Hours ▾	7:00 AM	11:00 AM	11:30 AM	3:00 PM	8	
▾	▾						
▾	▾						
▾	▾						
▾	▾						
						8	0

# Steps for Entering Time

- Once you have done one day the rest of the days follow the EXACT same process.
- Once you have entered in the day or days you need to submit click in the Employee's Signature Box



The image shows a screenshot of a web form. At the top, the text "Employee's Signature" is displayed in a blue font. Below this text is a white rectangular input field. Underneath the input field is a solid red horizontal bar. At the bottom of the bar, the text "Authorized Signature" is written in a blue font. A red arrow points from the right side of the red bar towards the text "It will not be red. This is for emphasis." which is located to the right of the bar.

It will not be red. This is for emphasis.

- Type your name and press Adopt and Sign. It will automatically send to the correct principal or supervisor.