

PROCEDURE TO COMPLETE CLASSIFIED TIMESHEET (Food Service Workers, Plant Manager, and Custodians)

1. Classified Personnel (Food Service Workers, Plant Manager and Custodians) must fill out the CLASSIFIED TIMESHEET form to request payment for any hours worked outside of their regular work schedule for *Network* related duties.
2. **NOTES:**
 - Food Service Workers' Overtime/Additional Time should be reported on the *Network* Classified Timesheet, and not on the school's cafeteria timesheet. Food Service Workers will be paid directly out of the *Network* office.
 - Food Service Workers are also eligible to receive *Network* pay in the event they perform *Network* duties outside of their regular hours at events such as a Nutrition festival or health fair.
3. Make a copy of the CLASSIFIED TIMESHEET for the appropriate month.
4. Calculate the ADDITIONAL /OVERTIME hours available in the school's *Network* budget:
5. TO CALCULATE, Refer to the Classified Personnel Section of the Budget.
6. **ADDITIONAL TIME (For Personnel who work less than eight hours per day)**
 - For Food Service Workers, please see Budget Line for Total Compensation minus Benefits for the Cafeteria Section.
 - For custodial personnel, please see Budget Line for Total Compensation minus Benefits for the Custodial Section.
 - Divide the custodial/cafeteria budget line amount by your **REGULAR HOURLY SALARY RATE**.
 - Hours reported as additional time will not show on a separate line on your paystub, but it will be included with your regular school hours that you reported for that month. Therefore, it is important that you keep track of how many regular work hours are reported in order to determine if compensation was paid.
7. **OVERTIME (For Personnel who work eight or more regular hour per day)**
 - For Food Service Workers, please see Budget Line for Total Compensation minus Benefits for the Cafeteria Section.
 - For custodial personnel, please see Budget Line for Total Compensation minus Benefits for the Custodial Section.
 - Divide the custodial/cafeteria budget line amount by your **OVERTIME HOURLY SALARY RATE**.
 - Hours reported as overtime will show as overtime on your paystub.
8. Complete the top section of the timesheet in ink, paying close attention to hours worked and hourly rate.
9. Complete the time IN/OUT and the total hours worked for the specific dates.

10. Add up all the hours worked and place total in the TOTAL HOURS WORKED box. (**Note: Be sure not to exceed available hours from your school's budget.**)
11. Sign your name and have your lead teacher and administrator sign on the appropriate lines.
12. Make a copy for your file.
13. Send the original to the *Network* office.
 - School Mail: *Network for a Healthy California—LAUSD* c/o Mulholland MS
 - US Mail: 6651-C Balboa Blvd., Van Nuys, CA 91406

Only completed and original Classified Timesheets will be processed. No fax copies will be accepted.

- Below are the due dates for each month. The due date is also listed on the Classified Timesheet for each month.
 - October 20, 2009
 - November 18, 2009
 - December 11, 2009
 - January 20, 2010
 - February 19, 2010
 - March 19, 2010
 - April 20, 2010
 - May 20, 2010
 - June 11, 2010
- Hours worked after the due date should be reported on a new Classified Timesheet by following all the steps listed earlier.

Identical information can be found on page E-19.