

Online Timesheet Instructions

How does an employee fill out and submit a timesheet for approval?

1. Access a timesheet

The timesheets are located on the Twin Rivers Staff Room Website under **Operations>Fiscal Services>Payroll and Benefits**.

Timesheet-OT/EXTRA DUTY/OUT OF CLASS/6TH

https://app.informedk12.com/link_campaigns/payroll-ot-extra-duty-timesheet-2026-27?token=awGtJdN7ce4GeXQDQzXXGxTn

Timesheet-SUBSTITUTE

https://app.informedk12.com/link_campaigns/payroll-sub-timesheet-2026-27?token=RnfgDr3tGoATWxnP381faAPq

2. Enter your Name and Email

Click on **Go to form** to begin filling it out! You do not need an account to fill out the form.

The image shows two side-by-side screenshots. The left one is a login form with fields for 'Your full name / Su nombre completo' (containing 'John Smith') and 'Your email / Su correo electrónico' (containing 'Testing@TwinRiversusd.org'). Below these is a 'Go to form / Ir al formulario' button. The right one is a preview of the 'OT Extra Duty Timesheet' form, showing a header with the Twin Rivers logo and a table with columns for Date, Hours, Site/Department, Job Class / Position, Assignment Description, Activity Code, Budget Code, and Administrator or Designee Signature.

3. Fill out all required fields **Please see instructions at the bottom of the timesheet**

The image shows the main timesheet form. At the top, it says 'OT/EXTRA DUTY/OUT OF CLASS/6TH PERIOD TIMESHEET' and '***Timesheets are due to Payroll Department by the 18th of each month. Paychecks are mailed on the 10th of the following month***'. There are dropdown menus for 'NAME' (with a red box around it) and 'EIN' (with a red box around it). Below this is a table with columns: Date of Work, Hours, Site/Department, Job Class / Position, Assignment Description, Activity Code, Budget Code, and Administrator or Designee Signature. A red button at the bottom says 'Submit form / Enviar formulario'.

4. Click on the red SUBMIT FORM button and select the next approver.

- To make sure your form gets to the right person, please select the Office Manager, Secretary, or Clerk.
- Click **“Send to this recipient”** and you’re Done.

The image shows a dropdown menu for selecting a recipient. The menu is open, showing a list of names and titles. A red box highlights the 'Send to this recipient' button. The list includes: Office Managers/OD Secretaries/Clerks, Administral Secs - Various Floors, Acad Affs - Site Serv, Allison - Nancy Olson, Barbara - Stephanie Annett, Budget Analyst SR - Vanessa Morales, Caswell - Maria Sanchez, Community Relations/Communications - Melissa Oetler, Counseling & College Career - Vicky Guzman, Creative Connections Charter - Shelly Beecher, Message, You have received 0 Creative Connections Chrt 7/12 - Wendy Hall, Please fill in recipient, C12 - Robert Booth, C18 - Quinn Grier, C18 - Talinda Albin, Del Posa - Kristi Hawks, and Department of Instruction Services.

Tip: If you are not ready to submit, click on Save

Progress, and you’ll receive an email with the link to your form so that you can edit and submit at a later date.

IMPORTANT!

You will receive a link to your email with a copy of your timesheet once you submit it and you will also receive an email once the form has finished going through the approval route and is completed!