



Mobile APP

Certificated Staff

How to add Additional Time

(Teacher Adjunct Duty, Independent Study,
Substitute)





IMPORTANT NOTICE

Once a supervisor approves a submitted timesheet, any changes need to be sent to your Site Secretary II, Admin, Or Payroll Tech.

Never adjust your normal position timesheets, report absences on Absence management

For questions, contact your Site Secretary II, Admin, or Payroll Tech.

Timesheets are due on the first day of the following month for all days worked that month (EX: Sept. 1–30 must be submitted by October 1st).

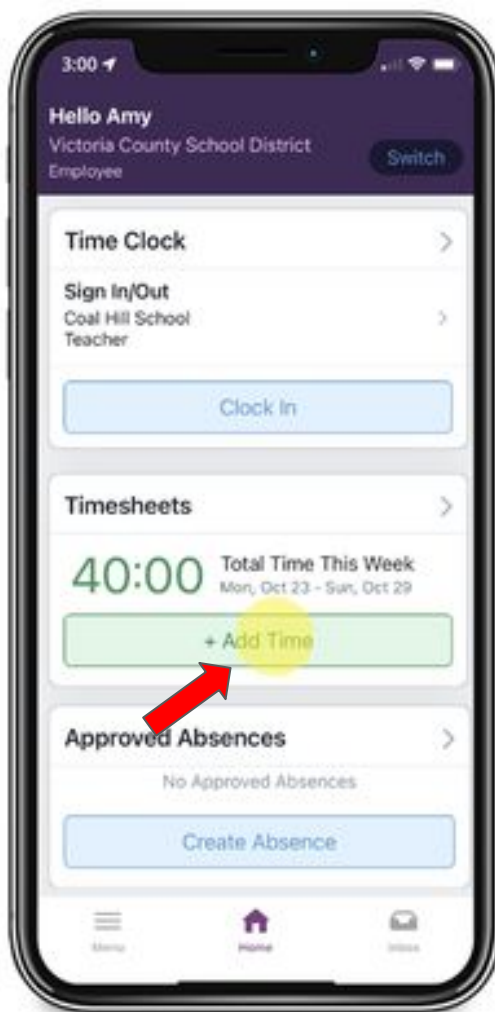


Step 1: Open Your Timesheets

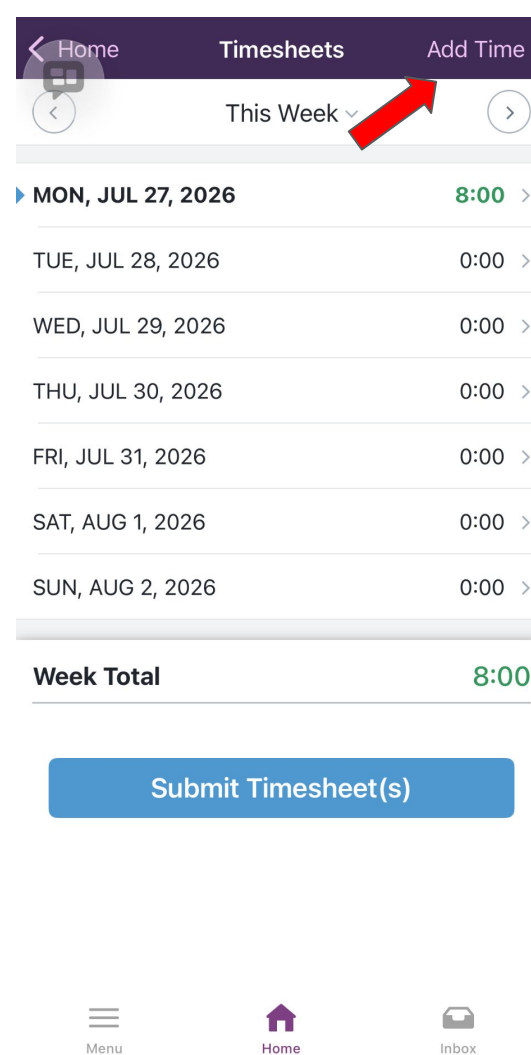
- At the home menu you can choose the Green button “+add time”

OR

- Click “Add Time” button on the right top corner of your timesheets.

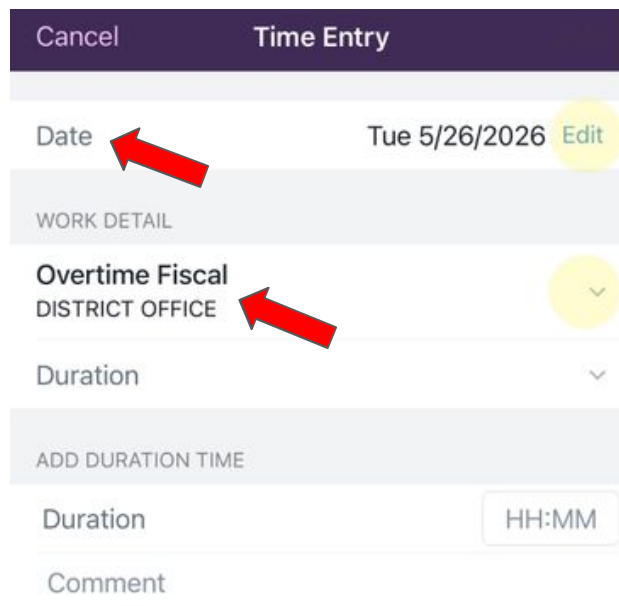


OR



Step 2: Choose the Correct Timesheet

- First select the date worked then choose the correct Job Type in the Work Detail.
- Options may include:
 - a. Teacher Adjunct Duty, Independent Study, or Subbing.



Cancel Time Entry

Date Tue 5/26/2026 Edit

WORK DETAIL

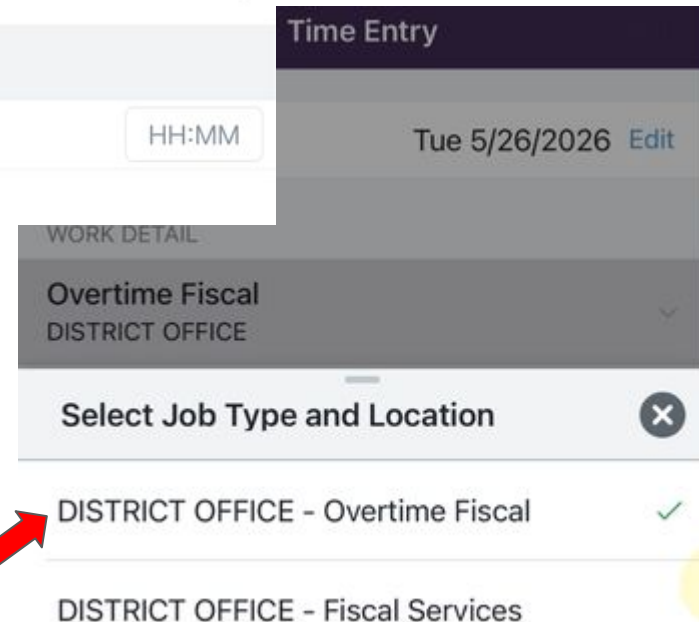
Overtime Fiscal DISTRICT OFFICE

Duration

ADD DURATION TIME

Duration HH:MM

Comment



Time Entry

Tue 5/26/2026 Edit

WORK DETAIL

Overtime Fiscal DISTRICT OFFICE

Select Job Type and Location

DISTRICT OFFICE - Overtime Fiscal ✓

DISTRICT OFFICE - Fiscal Services

Step 3: Fill Out The Timesheet

- Enter hours in “Duration” [HH:MM] or use Sign In/Sign Out. The system converts time to decimals automatically
- (Ex: [01:30] = 1.5 hours).
- **Comment:** description of work completed. If subbing, include the employee name.
- **Independent study:** Must add Student Name and dates of the contract. And the # of days total.
- Done? click “Add”

Duration

CancelTime EntryAdd

DateFri 5/01/2026Edit

WORK DETAIL

Overtime FiscalDISTRICT OFFICE

Duration

ADD DURATION TIME

Duration01:30

Fiscal Meeting

Sign In/Sign out

CancelTime EntryAdd

DateFri 5/01/2026Edit

WORK DETAIL

Overtime FiscalDISTRICT OFFICE

Sign In/Out

ADD IN & OUT TIMES

In4:00 PMEdit

Fiscal Meeting

Out5:30 PMEdit

Fiscal Meeting



Computer/Web

Certificated Staff

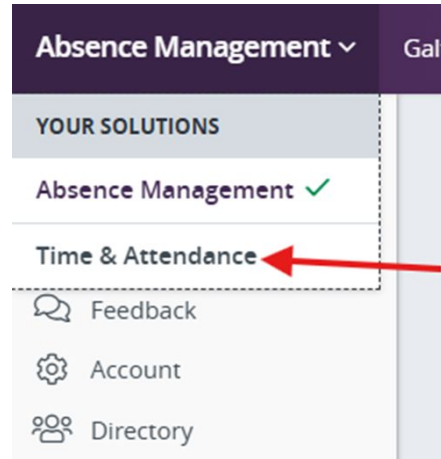
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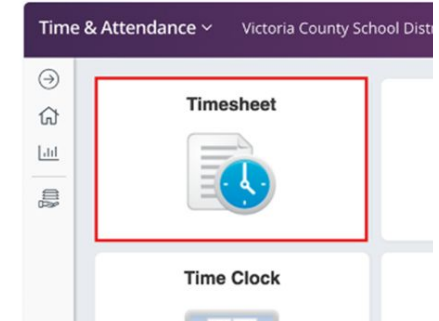
Step 1: Open Your Timesheets

- Go to your homepage in Time & Attendance. Click “Timesheet”



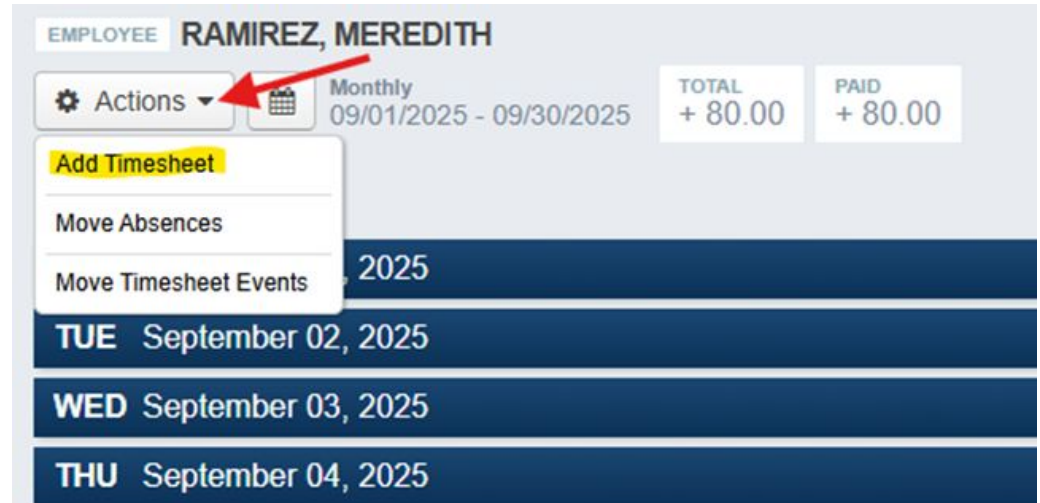
Accessing Your Timesheet

Navigate to your Time & Attendance homepage a



Step 2: Add Extra/Sub Hours

- Click on the “Actions” button, and select “Add Timesheet” from the dropdown menu.



Step 3: Choose the Correct Timesheet /Job Type

- Select the date worked and choose the correct Job Type.
- Options may include:
 - a. Teacher Adjunct Duty, Independent Study, or Subbing.

*** Missing Job type?***

Email
payroll@galt.k12.ca.us

Add Timesheets

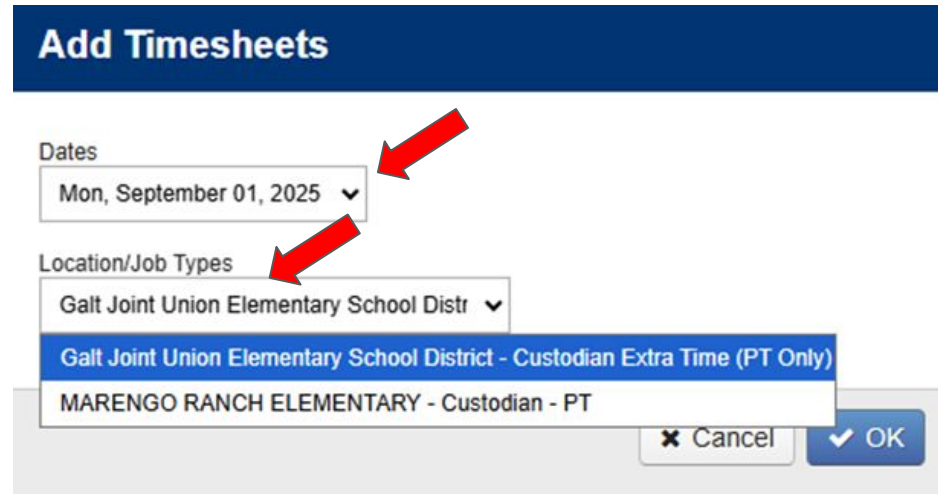
Dates
Mon, September 01, 2025

Location/Job Types
Galt Joint Union Elementary School Distr

Galt Joint Union Elementary School District - Custodian Extra Time (PT Only)

MARENGO RANCH ELEMENTARY - Custodian - PT

Cancel OK



Add Timesheets

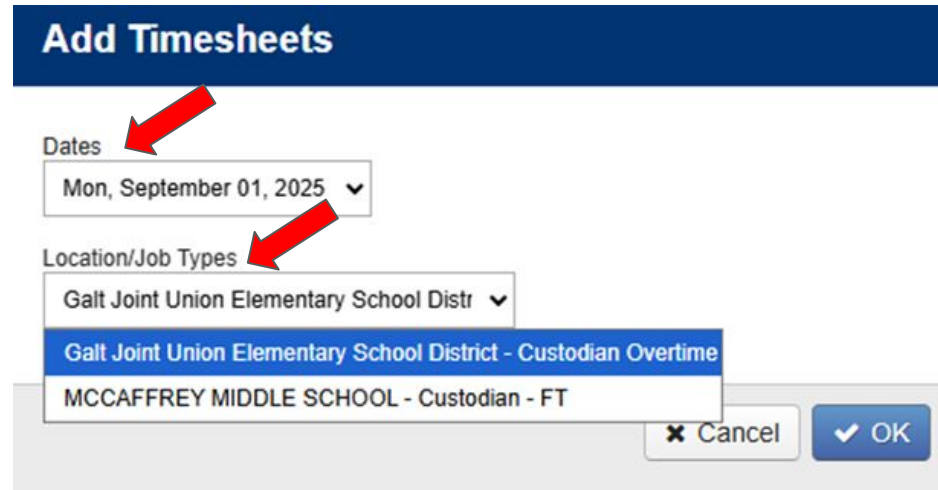
Dates
Mon, September 01, 2025

Location/Job Types
Galt Joint Union Elementary School Distr

Galt Joint Union Elementary School District - Custodian Overtime

MCCAFFREY MIDDLE SCHOOL - Custodian - FT

Cancel OK



Step 4: Fill Out The Timesheet

- Enter hours in “Duration” [HH:MM] or use Sign In/Sign Out. The system converts time to decimals automatically
- (Ex: [01:30] = 1.5 hours).
- **Comment:** description of work completed. If subbing, include the employee name.
- **Independent study:** Must add Student Name and dates of the contract. And the # of days total.
- Done? click “Save Changes”

FRI May 01, 2026 Total +5.42 Paid +5.42 Delete Timesheet

LOCATION MCCAFFREY MIDDLE SCHOOL JOB TYPE Extra Time Yard DUE 06/01/2026 STATUS

Sign In/Out

Add New Event

TIME EVENTS	Sign In	Sign Out	Total	Paid
Sign In/Out	02:30 PM	04:00 PM	+1.50	+1.50

Account: 370.03 Yard Extra Time Change

TIME SHEET COMMENT

Yard Meeting +1.50 +1.50

Actions Monthly 09/01/2025 - 09/30/2025 TOTAL +37.00 PAID +33.50 Cancel All Changes Save Changes Expand All Collapse All

MON September 01, 2025 Total +5.50 Paid +5.50 Delete Timesheet

LOCATION Galt Joint Union Elementary School District JOB TYPE Custodian Extra Time (PT Only) DUE 10/06/2025 STATUS Pending

Duration

Add New Event

TIME EVENTS	Duration	Total	Paid
Duration	2.00	+2.00	+2.00

Account: Custodian Extra Time Change

TIME SHEET COMMENT

Cleanup after event +2.00 +2.00