



Mobile APP

# Classified Staff

## How To Add Additional Time

(Extra, Overtime, Substitute, OCP, and Special Assignments.)





# 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).

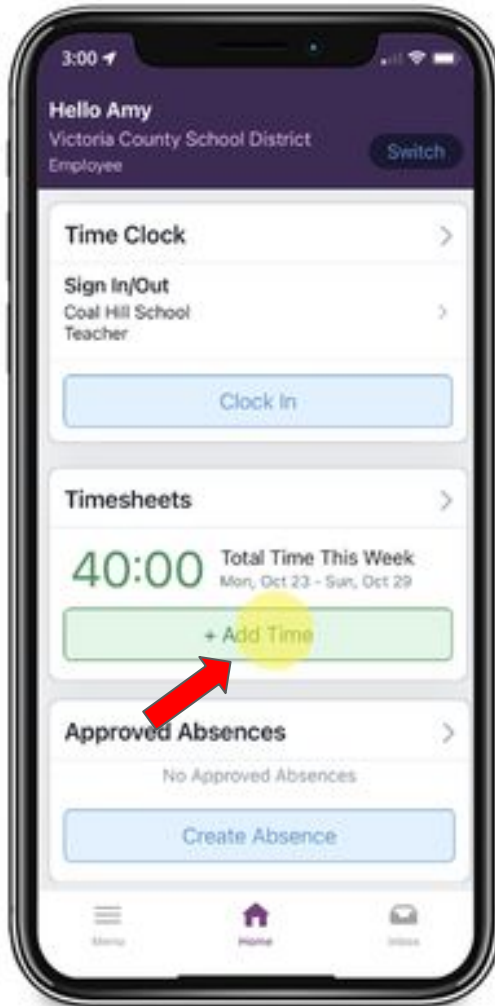


## Step 1: Open Your Timesheets

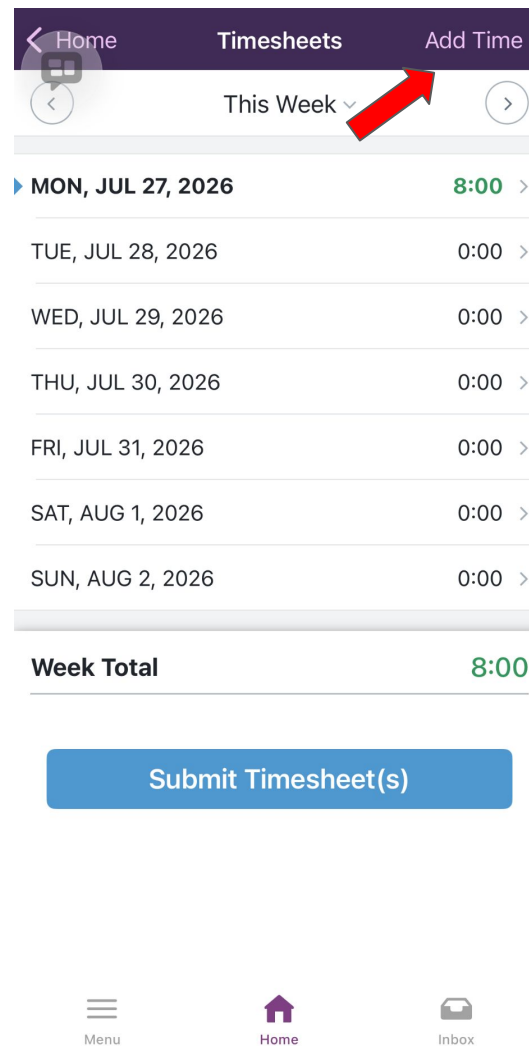
- At the home menu you can choose the Green button “+add time”

OR

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

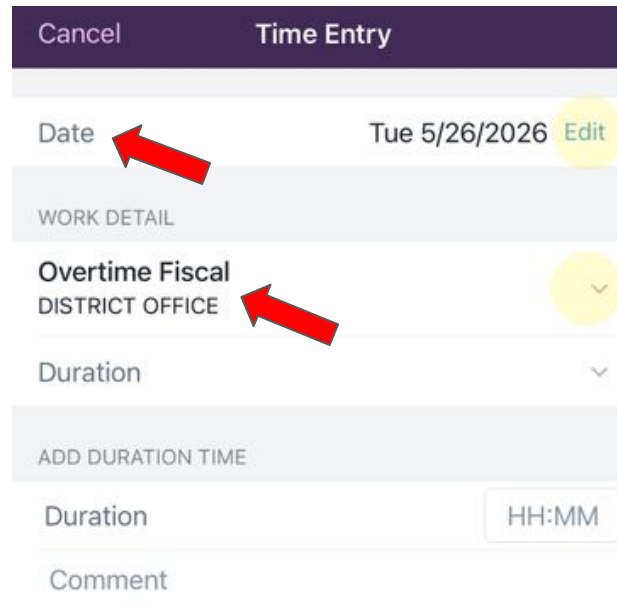


OR



## Step 2: Choose the Correct Timesheet

- First select the date worked then choose the correct Job Type in the Work Detail.
- Options may include: Extra, Overtime, Sub Time, OCP Ect.
- Never select your Normal Position Job Type for additional hours. Our Report will not recognize it or pay you.



Cancel Time Entry

Date Tue 5/26/2026 Edit

WORK DETAIL

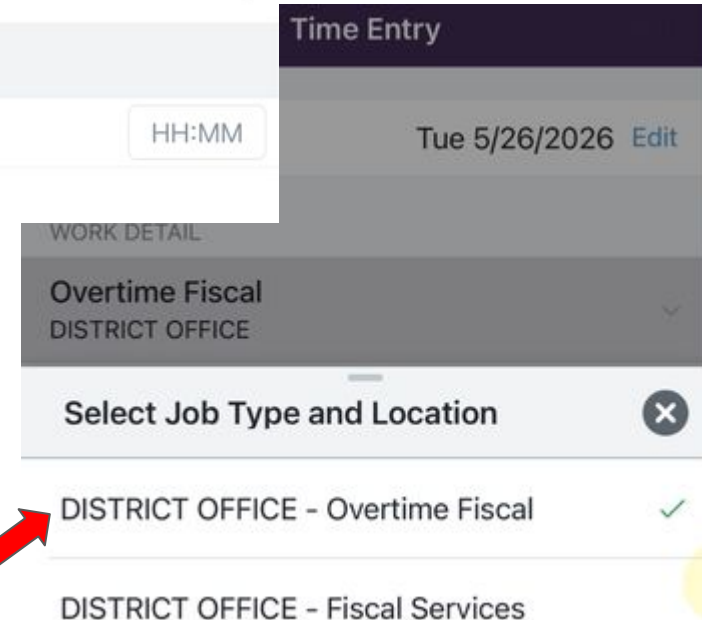
Overtime Fiscal DISTRICT OFFICE

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 and job #.
- 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

# Classified Staff

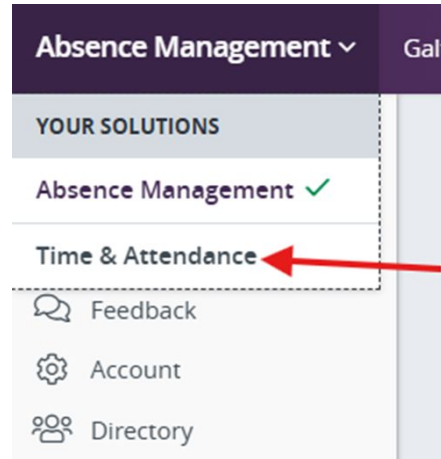
## How To Add Additional Time

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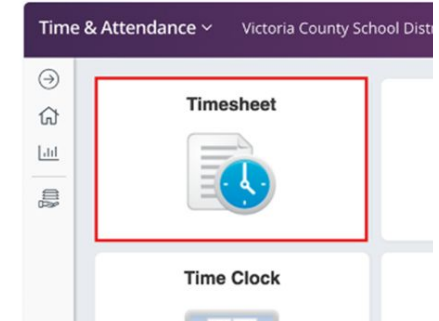
## Step 1: Open Your Timesheets

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



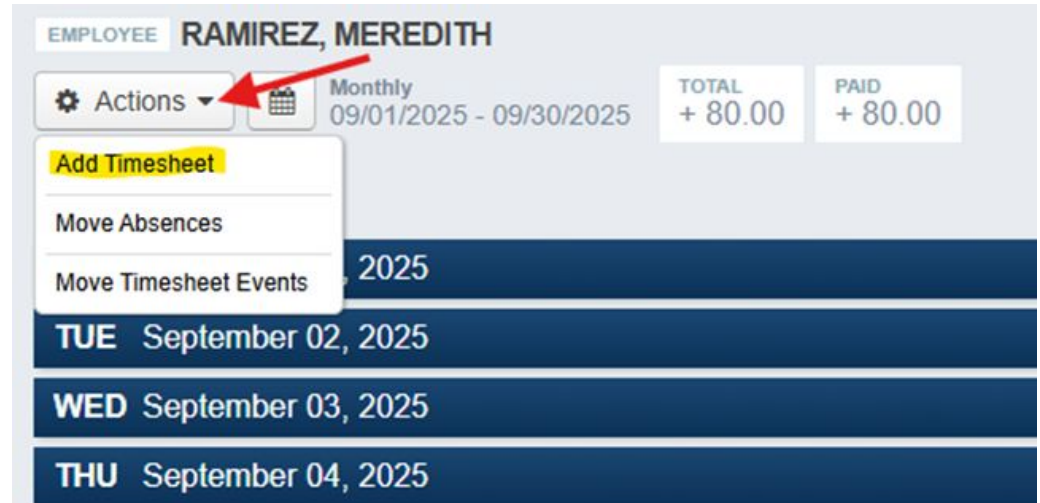
## Accessing Your Timesheet

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 Extra Time, Overtime, Sub Time, SIOP, OCP Ect.
- Never select your Normal Position Job Type for additional hours. Our Report will not recognize it or pay you.

\*\*\* Missing Job type?\*\*\*

Email

[payroll@galt.k12.ca.us](mailto: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 and job #.
- Done? click “Save Changes”

FRI May 01, 2026 Total +5.42 Paid +5.42

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

[Delete Timesheet](#)

### 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 |
| Yard Meeting |          |          |        |        |

Account: 370.03 Yard Extra Time [Change](#)

TIMESHEET COMMENT

+ 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

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

### Duration

[Add New Event](#)

| TIME EVENTS    | Duration | Total  | Paid   |
|----------------|----------|--------|--------|
| Duration       | 2.00     | + 2.00 | + 2.00 |
| Insert Comment |          |        |        |

Account: Custodian Extra Time [Change](#)

TIMESHEET COMMENT

+ 2.00 + 2.00