

Everest Portal Time Sheet Guide

Implementation

- The goal is to have all employees fully transitioned to the online time sheet system by the end of the school year.
- As paper time sheets are received at the district office, they will be processed and corresponding work agreements will be created and assigned.
- When you are assigned a work agreement, **paper time sheets will no longer be accepted for those duties.**
- Work agreements are set up by department, program, site, etc. If you perform duties in multiple work agreements, you will need to submit a **separate time sheet form for each work agreement.**
- A current list of active work agreements can be viewed here.

Active Work Agreements

This list includes the approver for each work agreement, the allowable work, and examples.

Approval Workflow

1. Employee- Submit
2. Department Director- Review & Approve
3. Payroll Department Technical Review
4. Finance Department Budget Review

Processing Timeline

- Online time sheets should be updated after every work day to avoid a last minute rush.
- All time sheets are due to Department Directors **by the last day of each month.**
- Time sheets submitted correctly are normally paid on the following payroll date.
- If there are errors on your time sheet it will be sent back to you for corrections. When this happens it will have to go through the workflow again. **This can cause a delay in payment.**
- Check your email regularly for notifications from Everest regarding your time sheet status.

Check Before You Submit

- Use the correct work agreement that matches the work performed.
- Submit a separate time sheet for each work agreement.
- Submit a separate time sheet for each work month.
- Submit time sheets during the month the work was performed. (**Stacking is not allowed**)
- Include clear and detailed notes for all entries.
- If subbing for an employee, include their name in addition to the duties performed.
- Include a lunch break when working 5 hours or more.
- Select the correct pay type for the hours worked.

Pay Types

Default pay types are assigned during setup, but can be adjusted if needed.

Certificated

SUP - Supplemental pay:
Pay for extra duty assignments outside of regular school hours.

SUB - Substitute pay:
Subbing during prep period for another class.

Classified

- **STU** – Student Employees.
- **OT** – Overtime pay for contracted employees once they exceed 8 hours in a day, 40 hours in a week, or work on a weekend.
- **SUP** – Supplemental pay:
Contracted employees with less than 8-hour assignments; extra hours until **OT** is reached.
- **Split Hours** - If **SUP** and **OT** occur on the same day, enter on separate Detail Lines.
- **SUB** - Substitute pay: Part time employees or employees without a regular assignment, filling in for a contracted employee.