Excess Students Timesheet Instructions

Elementary School
2024-25 School Year

Please use the following information to fill out the Excess Student Timesheet. The timesheet can be found in the Staff Portal/Downloadable Documents/Human Resources. <mark>The timesheet must be printed on green paper.</mark>

<u>Note</u>: **All timesheets must be sent to Human Resources, Building #4, for approval by the <mark>second (2nd) business day</mark> of each month along with the corresponding <mark>Class Size report*. (See directions below to access report). Digital copies will *NOT* be accepted.</mark> Please do not hold timesheets. Timesheets submitted late, incomplete, incorrectly, and/or without the applicable Class Size report will result in late payment. Human Resources will verify timesheets and forward to Payroll.**

Directions:

- If a student has never shown up for class, he/she is NOT to be counted in attendance. However, once the student has shown up, the student is counted as part of the total each day, even if subsequent absences occur.

- The soft cap ratios to be used are as follows:
    - 12:1 TK
    - 24:1 Kindergarten / Hard Cap 26:1
    - 25:1 1st grade - 3rd grade / Hard Cap 28:1
    - 32:1 4th grade – 6th grade
    - 15:1 for Special Day Class (elementary)

- The number of students in excess of the maximum ratio is to be placed in the **# of Excess Students** column (S*ee diagram below).*

- Each excess student in a self-contained elementary class is equal to 7 hours (or a portion thereof). Multiply the # of Excess Students by the # of hours (7) and place the sum in the **# of Excess Students x # of Hours/Day** column *(See diagram below).*

Timesheet:

Date	# of Excess Students	# of Excess Students x # of Hours/Day
	3	21
	1	7

- If a teacher is out sick, PN, etc., that teacher may still count Excess Students on that day (unless they are on Leave of Absence, Off-work Order, etc.).

- **PLEASE ATTACH** your Class Size report. Failure to do so may cause payment to be delayed. <mark>*To find the Class Size report, log into Q, click on the Menu (top left-hand side), click on Schedule, then Reports. Go to the folder titled Schedule and select Class Size.</mark>

- **Please note: the site administration/staff must verify the numbers indicated on the Excess Student Timesheet are correct before sending it to Human Resources. Make sure the timesheet is signed by *you* and *your administrator.***