Training Division Part-time Staff

Time Sheet Instructions

A. You will notice 2 time sheets come up in an excel format. You can only type in the first one, as your information will automatically transfer to the second and this is what will be saved or printed to be turned in.

B. Time sheets need to be turned in no later than 0800 hrs. on Mondays in order to guarantee prompt payment.

C. Use date override for time worked in other weeks. Date must be a Monday.

D. Type your last name then first name.

E. The T1 – T7 codes reflect your instruction level or type of work performed, this code should go into the type column. There is a drop box for this.

F. The T7 code will rarely be used, but when it is, the columns for this will open.

G. It will not be necessary to type in the hours column, as your begin and end time will automatically reflect this.

H. Times need to be entered as 7:00 am, 5:00 pm, etc.

I. If you have a lunch or dinner break; that should be reflected on the time sheet, as that time you are not compensated for. There are 2 separate begin and end time columns in order to reflect time before and time after lunch or dinner.

J. Identify the course title; i.e. career recruit academy, volunteer FF I/II academy, Hazmat Ops, etc. There is space for additional information if needed.

K. Sign your time sheet.

L. Time Sheets can be faxed to **540-582-6957**, e-mailed to jbailey@spotsylvania.va.us, or dropped off at Fire Administration.