

**NEW
INFORMATION
PACKET
FOR
L.P.S. GIFTED
MENTORS**

**THE FULL HANDBOOK IS AVAILABLE ON-LINE:
[HTTP://WWW.LPS.ORG/HR/HANDBOOKS/](http://www.lps.org/hr/handbooks/)**

2011-2012

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Salary for 2011-12

The salary for all Mentors for the Highly Gifted will be \$17.46 during the 2011-12 School year.

2011-12 Mentor pay dates

<u>Time period</u>	<u>Pay date</u>
August 08 through September 04	09-30-11
September 05 through October 09	10-31-11
October 10 through November 06	11-30-11
November 07 through December 04.....	12-28-11
December 05 through January 08	01-31-12
January 09 through February 05	02-29-12
February 06 through March 04	03-30-12
March 05 through April 08	04-30-12
April 09 through May 06	05-31-12
May 07 through June 10	06-29-12

Submitting mileage reports

Mileage sheets

1. **Use the correct form.** Mentors receive mileage between schools (not from home to school). The destination school determines which form to use. When going from an elementary school to a middle school (destination), mentors should use a middle school form to record that mileage. The account number at the top corresponds to the various building levels: elementary, middle, high school, etc. Using the incorrect form will result in the mentor having to rewrite all the mileage onto a new form and will delay payment.
2. **On the first trip from one school to another, record the odometer reading at the beginning and end of the trip.** Write these readings on the form. Subtract the beginning mileage from the end mileage. From that point on, use this amount (eg., 7.1 miles) every time you make this trip. If you have more than one destination at the same level (eg., middle), enter these trips on the same form. If your destinations are different levels, use separate forms to record this information.
3. **Be sure to have the designated individual at the school site sign your form verifying that you were present on the dates listed.** Forms without a signature are returned to the school before they can be processed. The designated person at the school site sends them to the Supervisor of Gifted, who will forward them to accounting.
4. **Turn in your mileage no more than quarterly but at least each semester.**



SCHOOL DIRECTORY

School (grades) Principal
phone address

HIGH SCHOOLS & PROGRAMS

- Lincoln High (9-12)** Dr. Michael Wortman
(402) 436-1301 2229 J St. (10)
- East (9-12)**..... Susan Cassata
(402) 436-1302 1000 S. 70th St. (10)
- North Star (9-12)**..... Dr. Fred Skretta
(402) 436-1305 5801 N. 33 ST (04)
- Northeast (9-12)** Kurt Glathar
(402) 436-1303 2635 N. 63rd St. (07)
- Southeast (9-12)**..... Dr. Patrick Hunter-Pirtle
(402) 436-1304 2930 S. 37th St. (06)
- Southwest (9-12)** Robert Slauson
(402) 436-1306 7001 S. 14th St. (12)
- Arts & Humanities FP (9-12)** John Neal
(402) 436-1785 643 S. 25th St., Suite 15 (10)
- Bryan Community (10-12)** ..Dr. Mindy Roberts
(402) 436-1308 300 S. 48th St. (10)
- Information Tech. FP (9-12)**..... John Neal
(402) 436-1776 ... 301 S. 68th St. Place, 4th Floor (10)
- Entrepreneurship FP (11-12)** John Neal
(402) 436-1715 ... 301 S. 68th St. Place, 4th Floor (10)
- Science Focus Program (9-12)** John Neal
(402) 436-1780 1222 S. 27th St. (02)
- Yankee Hill Program (9-12)** ... Barb Fitzgerald
(402) 436-1927 865 W. Burnham (22)
- Lancaster Cnty. YSC (9-12)**.. Randall Farmer
(402) 441-6817 1200 Radcliff (12)

MIDDLE SCHOOLS

- Culler (6-8)**..... Gary Czapla
(402) 436-1210 5201 Vine St. (04)
- Dawes (6-8)** Angie Zabawa
(402) 436-1211 5130 Colfax (04)
- Goodrich (6-8)** Mike Henninger
(402) 436-1213 4600 Lewis Ave. (21)
- Irving (6-8)** Hugh McDermott
(402) 436-1214 2745 S. 22nd St. (02)
- Lefler (6-8)** Kelly Schrad
(402) 436-1215 1100 S. 48th St. (10)
- Lux (6-8)**..... Bill Bucher
(402) 436-1220 7800 High St. (06)
- Mickle (6-8)** Gene Thompson
(402) 436-1216 2500 N. 67th St. (07)
- Park (6-8)** Ryan Zabawa
(402) 436-1212 855 S. 8th St. (08)

- Pound (6-8)**..... Dr. Chris Deibler
(402) 436-1217 4740 S. 45th St. (16)
- Schoo (6-8)** Dr. Linda Hix
(402) 436-1222 700 Penrose Dr. (21)
- Scott (6-8)** Dave Knudsen
(402) 436-1218 2200 Pine Lake Rd. (12)
- Sherrill Educational Center/
Behavioral Skills Program (K-8)**.. Susan Glissman
(402) 436-1924 340 N. 56th St. (04)

ELEMENTARY SCHOOLS

- Adams (K-5)**..... Cindy Schwaninger
(402) 436-1121 .. 7401 Jacobs Creek Dr. (12)
- Arnold (PreK-5)**..... J.J. Wilkins
(402) 436-1120 5000 Mike Scholl St. (24)
- Beattie (K-5)**..... Kathleen Dering
(402) 436-1123 1901 Calvert St. (02)
- Belmont (PreK-5)**..... Mona Manley
(402) 436-1124 3425 N. 14th St. (21)
- Brownell (PreK-5)**..... Chris Scheffore
(402) 436-1127 ... 6000 Aylesworth Ave. (05)
- Calvert (K-5)**..... Julie Biehl
(402) 436-1130 3709 S. 46th St. (06)
- Campbell (PreK-5)**..... Rosie Molvar
(402) 436-1129 2200 Dodge (21)
- Cavett (PreK-5)** Kathy Evasco
(402) 436-1131 7701 S. 36th St. (16)
- Clinton (PreK-5)**..... Dr. Terry Neddenriep
(402) 436-1132 1520 N. 29th St. (04)
- Eastridge (PreK-5)**..... Deb Dabbert
(402) 436-1135 6245 L St. (10)
- Elliott (K-5)**..... Dr. Judi Miller
(402) 436-1136 225 S. 25th St. (10)
- Everett (PreK-5)**..... Michelle Suarez
(402) 436-1159 1123 C St. (02)
- Fredstrom (PreK-5)** Vicki Schulenberg
(402) 436-1140 5700 N.W. 10th St. (21)
- Hartley (PreK-5)** Jeff Vercellino
(402) 436-1139 730 N. 33rd St. (03)
temporarily located at 7600 N. 70th (17)
- Hill (K-5)** Michelle Phillips
(402) 436-1142 5230 Tipperary Trail (12)
- Holmes (PreK-5)** Haeven Pedersen
(402) 436-1143 5230 Sumner St. (06)
- Humann (PreK-5)**..... Randy Oltman
(402) 436-1145 6720 Rockwood Lane (16)

- Huntington (PreK-5)** Rik Devney
(402) 436-1144 2900 N. 46th St. (04)
- Kahoa (PreK-5)** Russ Reckewey
(402) 436-1147 7700 Leighton Ave. (07)
- Kooser (K-5)** Ann Jablonski
(402) 436-1146 7301 N. 13th St. (21)
- Lakeview (K-5)**..... Scott Nelson
(402) 436-1149 300 Capitol Beach Blvd. (28)
- Maxey (PreK-5)** Suzanne Reimers
(402) 436-1153 5200 S. 75th St. (16)
- McPhee (PreK-5)**..... Elaine Simpson
(402) 436-1150 820 Goodhue Blvd. (08)
temporarily located at 8400 Cody Dr. (16)
- Meadow Lane (PreK-5)**..... Ryan Knippelmeyer
(402) 436-1151 7200 Vine St. (05)
- Morley (K-5)** Coni Schwartz
(402) 436-1154 6800 Monterey Dr. (06)
- Norwood Park (PreK-5)**..... Pam Hale
(402) 436-1155 4710 N. 72nd St. (07)
- Pershing (PreK-5)**..... Paula Baker
(402) 436-1160 6402 Judson St. (07)
- Prescott (PreK-5)**..... Ruth Ann Wylie
(402) 436-1161 1930 S. 20th St. (02)
- Pyrtle (K-5)**..... Sandi Carrington-Robertson
(402) 436-1162 721 Cottonwood Dr. (10)
- Randolph (K-5)** Dr. Wendy Bonaiuto
(402) 436-1163 1024 S. 37th St. (10)
- Riley (PreK-5)**..... Molly Bates
(402) 436-1164 5021 Orchard St. (04)
- Roper (PreK-5)**..... Tim Muggy
(402) 436-1170 2323 S. Coddington Ave. (22)
- Rousseau (K-5)**..... Sue Braun
(402) 436-1165 3701 S. 33rd St. (06)
- Saratoga (PreK-5)**..... Kathy Fleming
(402) 436-1166 2215 S. 13th St. (02)
- Sheridan (PreK-5)**..... Dr. De Ann Currin
(402) 436-1167 3100 Plymouth Ave. (02)
- West Lincoln (PreK-5)**..... Scott Schwartz
(402) 436-1168 630 W. Dawes Ave. (21)
- Zeman (K-5)** Donna Williams
(402) 436-1169 4900 S. 52nd St. (16)
- Sherrill Educational Center/
Behavioral Skills Program (K-8)**.. Susan Glissman
(402) 436-1924 340 N. 56th St. (04)

Gifted Facilitators

2011-12

By School	
School	Facilitator (s)
<i>Adams</i>	Polly Bowhay
<i>Arnold</i>	Sean Bailey, Shannon Mitchell
<i>Art Focus</i>	Alexandra Ball
<i>Beattie</i>	Mary Daily
<i>Belmont</i>	Mary Daily
<i>Brownell</i>	Anne Brandt
<i>Calvert</i>	Jai Burks
<i>Campbell</i>	Cynthia Bartlett
<i>Cavett</i>	Kathy Evasco, Jeff Brehm
<i>Clinton</i>	Angee Luedtke
<i>Culler</i>	Michelle Looky, Sheri Robinson
<i>Dawes</i>	Jodi Frager, Abbie Lindsey
<i>East High</i>	Ken Flowerday
<i>Eastridge</i>	Trina Krzycki
<i>Elliott</i>	Deb Smith
<i>Entrepreneur Focus</i>	Michelle Fonck
<i>Everett</i>	Kathy Johnson
<i>Fredstrom</i>	Michele Sleight
<i>Goodrich</i>	Mary Schuster-Graff
<i>Hartley</i>	Carrie Sublette
<i>Hill</i>	Veronica Rathman, Karen Shelton
<i>Holmes</i>	Kathy Roselius
<i>Humann</i>	Jeff Bjorkman
<i>Huntington</i>	Tina Spomer
<i>Irving</i>	Cindy Zetterman
<i>Kahoa</i>	Wendy Badje
<i>Kooser</i>	Kent Steen
<i>Lakeview</i>	Schulzkump, Daniele
<i>Lefler</i>	Becky Boswell, Jeff Ganz
<i>Lincoln High</i>	John Heineman, Mandy Peterson
<i>Lux</i>	Amy Ruisinger
<i>Maxey</i>	Tracey Peterson
<i>McPhee</i>	Linda Monson
<i>Meadow Lane</i>	Resa Wiltse
<i>Mickle</i>	Micki Charf
<i>Morley</i>	Pat Schock, Rande McCreight
<i>North Star HS</i>	Cyndy Maddux
<i>Northeast</i>	Jenny Mercer, Amy Hilzer
<i>Norwood Park</i>	Rose Severson
<i>Park</i>	Liz Roper
<i>Pershing</i>	Julie Dixon
<i>Pound</i>	Cathy Christiansen
<i>Prescott</i>	Denise Ebeler
<i>Pyrtle</i>	Ryan Schmidt
<i>Randolph</i>	Susie Mahoney
<i>Riley</i>	Carmen Westfahl
<i>Roper</i>	Marilyn Jensen
<i>Rousseau</i>	Anne Walden
<i>Saratoga</i>	Kerry Kennedy
<i>Schoo</i>	Amy Carnie
<i>Science Focus</i>	Mark Anderson
<i>Scott</i>	Carole Owen
<i>Sheridan</i>	Michelle Kiesel, Amy Clark
<i>Southeast</i>	Johnna Graff
<i>Southwest</i>	Shirley Roeber
<i>West Lincoln</i>	Liz Ebers-Truesdale
<i>Yankee Hill</i>	Barb Fitzgerald
<i>Zeman</i>	Bonnie Hotz-McMahon

By Facilitator	
Facilitator	School (s)
<i>Anderson, Mark</i>	<i>Science Focus</i>
<i>Badje, Wendy</i>	<i>Kahoa</i>
<i>Bailey, Sean</i>	<i>Arnold</i>
<i>Ball, Alexandra</i>	<i>Art Focus</i>
<i>Bartlett, Cynthia</i>	<i>Campbell</i>
<i>Bjorkman, Jeff</i>	<i>Humann</i>
<i>Boswell, Becky</i>	<i>Lefler</i>
<i>Bowhay, Polly</i>	<i>Adams</i>
<i>Brandt, Anne</i>	<i>Brownell</i>
<i>Brehm, Jeff</i>	<i>Cavett</i>
<i>Burks, Jai</i>	<i>Calvert</i>
<i>Carnie, Amy</i>	<i>Schoo</i>
<i>Charf, Micki</i>	<i>Mickle</i>
<i>Christiansen, Cathy</i>	<i>Pound</i>
<i>Clark, Amy</i>	<i>Sheridan</i>
<i>Daily, Mary</i>	<i>Beattie & Belmont</i>
<i>Dixon, Julie</i>	<i>Pershing</i>
<i>Ebeler, Denise</i>	<i>Prescott</i>
<i>Ebers-Truesdale, Liz</i>	<i>West Lincoln</i>
<i>Evasco, Kathy</i>	<i>Cavett</i>
<i>Fitzgerald, Barb</i>	<i>Yankee Hill</i>
<i>Flowerday, Ken</i>	<i>East High</i>
<i>Fonck, Michelle</i>	<i>Entrepreneurial Focus</i>
<i>Frager, Jodi</i>	<i>Dawes</i>
<i>Ganz, Jeff</i>	<i>Lefler</i>
<i>Graff, Johnna</i>	<i>Southeast</i>
<i>Heineman, John</i>	<i>Lincoln High</i>
<i>Hilzer, Amy</i>	<i>Northeast</i>
<i>Hotz-McMahon, Bonnie</i>	<i>Zeman</i>
<i>Jensen, Marilyn</i>	<i>Roper</i>
<i>Johnson, Kathy</i>	<i>Everett</i>
<i>Kennedy, Kerry</i>	<i>Saratoga</i>
<i>Kiesel, Michelle</i>	<i>Sheridan</i>
<i>Krzycki, Trina</i>	<i>Eastridge</i>
<i>Lindsey, Abbie</i>	<i>Dawes</i>
<i>Looky, Michelle</i>	<i>Culler</i>
<i>Luedtke, Angee</i>	<i>Clinton</i>
<i>Maddux, Cyndy</i>	<i>North Star</i>
<i>Mahoney, Susie</i>	<i>Randolph</i>
<i>McCreight, Rande</i>	<i>Morley</i>
<i>Mercer, Jenny</i>	<i>Northeast</i>
<i>Mitchell, Shannon</i>	<i>Arnold</i>
<i>Monson, Linda</i>	<i>McPhee</i>
<i>Owen, Carole</i>	<i>Scott</i>
<i>Peterson, Mandy</i>	<i>Lincoln High</i>
<i>Peterson, Tracey</i>	<i>Maxey</i>
<i>Rathman, Veronica</i>	<i>Hill</i>
<i>Robinson, Sheri</i>	<i>Culler</i>
<i>Roeber, Shirley</i>	<i>Southwest</i>
<i>Roper, Liz</i>	<i>Park</i>
<i>Roselius, Kathy</i>	<i>Holmes</i>
<i>Ruisinger, Amy</i>	<i>Lux</i>
<i>Schmidt, Ryan</i>	<i>Pyrtle</i>
<i>Schock, Pat</i>	<i>Morley</i>
<i>Schulzkump, Daniele</i>	<i>Lakeview</i>
<i>Schuster-Graff, Mary</i>	<i>Goodrich</i>
<i>Severson, Rose</i>	<i>Norwood Park</i>
<i>Shelton, Karen</i>	<i>Hill</i>
<i>Sleight, Michelle</i>	<i>Fredstrom</i>
<i>Smith, Deb</i>	<i>Elliott</i>
<i>Spomer, Tina</i>	<i>Huntington</i>
<i>Steen, Kent</i>	<i>Kooser</i>
<i>Sublette, Carrie</i>	<i>Hartley</i>
<i>Walden, Ann</i>	<i>Rousseau</i>
<i>Westfahl, Carmen</i>	<i>Riley</i>
<i>Wiltse, Resa</i>	<i>Meadow Lane</i>
<i>Zetterman, Cindy</i>	<i>Irving</i>

2011-12 Curriculum Specialists

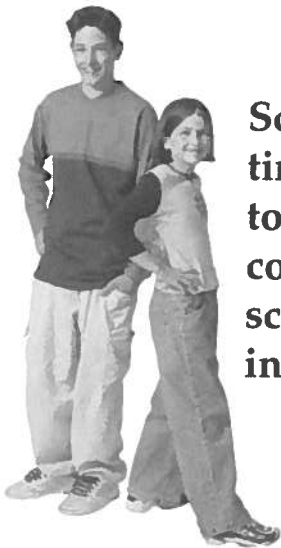
<u>Area</u>	<u>Name</u>
Art.....	Nancy Childs
Career and Technical Education.....	Carol Andringa
Career and Technical Education assistant.....	Eric Knoll
English / Language Arts / Reading (Elementary).....	Karen Saunders
English / Language Arts / Reading (Secondary)	David Smith
Gifted	Joan Jacobs
Mathematics (Elementary and Secondary).....	Matt Larson
Media.....	Mary Reiman
Music – Instrumental and Vocal.....	Ray Lowther
Physical Education / Health.....	Marybell Avery
Science.....	Kirsten Smith
Social Studies	Randy Ernst
World Languages.....	Jami Swanson

2011-12 Special Education

Special Education	Kristine Reckewey Susan Safarik Cindy Brunken Mary Ells Mary Phillips Jennifer Connelly
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SCHOOL START/END TIMES



School start and end times may be subject to change. Please contact individual schools for more information.

HIGH SCHOOLS	<i>Start (a.m.)</i>	<i>End (p.m.)</i>
Lincoln High	8:00	3:00
East High	8:00	3:00
North Star High	7:00	3:01
Northeast High	8:00	2:54
Southeast High	7:00	3:35
Southwest High	8:15	3:03
Arts & Humanities Focus Program	10:00	3:00
Bryan Community	9:00	2:40
Entreneurship Focus Program	8:00	12:30
Information Technology F.P.	7:35/1:35	9:10/3:10
Science Focus Program	10:00	3:00

MIDDLE SCHOOLS		
Culler	8:00	2:58
Dawes	8:00	2:58
Goodrich	8:00	2:58
Irving	8:00	2:58
Lefler	8:00	2:58
Lux	8:00	2:58
Mickle	8:00	2:58
Park	8:00	2:58
Pound	8:00	2:58
Schoo	8:00	2:58
Scott	8:00	2:58

ELEMENTARY

Adams	8:15	2:53
Arnold	9:00	3:38
Beattie	8:15	2:53
Belmont	8:15	2:55
Brownell	9:00	3:38
Calvert	8:15	2:53
Campbell	9:00	3:38
Cavett	8:15	2:53
Clinton	8:15	2:53
Eastridge	9:00	3:38
Elliott	9:00	3:38
Everett	8:15	2:53
Fredstrom	8:15	2:53
Hartley	9:10	3:48
Hill	8:15	2:53
Holmes	8:15	2:53
Humann	9:00	3:38
Huntington	8:15	2:53
Kahoa	9:00	3:38
Kooser	8:15	2:53
Lakeview	9:00	3:38
Maxey	9:00	3:38
McPhee	9:10	3:48
Meadow Lane	9:00	3:38
Morley	9:00	3:38
Norwood Park	9:00	3:38
Pershing	8:15	2:53
Prescott	9:00	3:38
Pyrtle	9:00	3:38
Randolph	9:00	3:38
Riley	8:55	3:38
Roper	8:15	2:53
Rousseau	9:00	3:38
Saratoga	8:15	2:53
Sheridan	9:00	3:38
West Lincoln	9:00	3:38
Zeman	8:15	2:53

KINDERGARTEN

All schools offer all-day kindergarten

2011-2012 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 6/10

2011							2012						
JULY							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31													
AUGUST							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29			
SEPTEMBER							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30		25	26	27	28	29	30	31
OCTOBER							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30					
30	31												
NOVEMBER							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30				27	28	29	30	31		
DECEMBER							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30	31	24	25	26	27	28	29	30

- First and last days of class for students Rev. 6/11
 - All schools will dismiss one hour early
 - Schools not in session
 - Students in elementary schools NOT in attendance
 - Elem. and Middle schools dismiss 80 minutes early for PLC days
* High schools release one hour early each Tuesday of the school year for PLC days (beginning Aug. 30th)
- (school year has been adjusted to compensate all PLC days, resulting in no loss of instructional time)

Graduation Dates

Saturday, May 26, 2012 **Sunday, May 27, 2012**
 East/LSE/LHS/LNS LNE/LSW

2011-2012 LINCOLN PUBLIC SCHOOLS ELEMENTARY TEACHER CALENDAR

Teacher contract extends from August 9 - May 29
191 Teacher Contract Days • 180 Secondary Student Days • 176 Elementary Student Days

CALENDAR IS SUBJECT TO REVISION

AUGUST 17

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 21

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

KEY

- = Schools Closed
- = Professional/Work Days schools not in session (*see reverse*)
- = Plan Days—elementary students NOT in attendance
- = Compensatory Days (*see reverse*)
- = PLC - Early Release of Students, 1 Hour 20 Minutes
- = First and Last Days for Students
- = All Schools Dismiss 1 Hour Early
- = New Teacher Orientation
- = FR Council Meetings 4:15 p.m.

SEPTEMBER 21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 19

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

END OF QUARTERS

October 14	42 Days
December 22	45 Days
March 9	43 Days
May 24	46 Days
TOTAL	176 DAYS

OCTOBER 21

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 19

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

IMPORTANT DATES

August 16	First Student Day
May 24	Last Student Day
October 17	Conference/Compensatory Day
March 16	Conference/Compensatory Day
March 12	Comp Day for District Staff Development
May 29	Comp Day for Bldg. Staff Development

NOVEMBER 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 20

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HOLIDAYS/NO SCHOOL

September 5	Labor Day
October 17	No School
November 24-25	Thanksgiving
December 23-January 6	Winter Break
January 16	Martin Luther King, Jr. Day
March 12-16	No School
April 6-9	No School

DECEMBER 16

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 0

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 0

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2011-2012 LINCOLN PUBLIC SCHOOLS SECONDARY TEACHER CALENDAR

Teacher contract extends from August 9 - May 29
191 Teacher Contract Days • 180 Secondary Student Days • 176 Elementary Student Days

CALENDAR IS SUBJECT TO REVISION

AUGUST 17

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 21

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

KEY

- = Schools Closed
- = Professional/Work Days
schools not in session (*see reverse*)
- = Compensatory Days (*see reverse*)
- = PLC - Middle School Early Release of Students, 1 Hour 20 Minutes
- = First and Last Days for Students
- = All Schools Dismiss 1 Hour Early
- = New Teacher Orientation
- = FR Council Meetings 4:15 p.m.

SEPTEMBER 21

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 19

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

END OF QUARTERS

October 14	43 Days
December 22	46 Days
March 9	44 Days
May 24	47 Days
TOTAL.....	180 DAYS

IMPORTANT DATES

August 16	First Student Day
May 24	Last Student Day
October 17	Conference/Compensatory Day
March 16	Conference/Compensatory Day
March 12	Comp Day for District Staff Development
May 29	Comp Day for Bldg. Staff Development

HOLIDAYS/NO SCHOOL

September 5	Labor Day
October 17	No School
November 24-25	Thanksgiving
December 23-Jan. 6	Winter Break
January 16	Martin Luther King, Jr. Day
March 12-16	No School
April 6-9	No School

GRADUATION DATES

May 26 & May 27, 2012

SECONDARY GRADES

(Due in School Office by 4 p.m.)

- October 20, 2011
- January 10, 2012
- March 21, 2012
- May 25, 2012

OCTOBER 21

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 19

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19	20	21	22	23	24	25
26	27	28	29	30		

MAY 20

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 16

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 0

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 0

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2010-11

BA #9

Date Revised 1/3/2011

TO: ALL DISTRICT EMPLOYEES AND OFFICIALS

**FROM: Mark Shepard, Associate Superintendent for Business Affairs
Jill Pauley, Director of Fiscal Services and Planning
Connie Knoche, Director of Finance**

Subject: COMMUTING AND MILEAGE REIMBURSEMENT

General – District employees traveling on official District business are eligible to be reimbursed for their travel expenses under certain circumstances. This bulletin covers travel by privately owned, licensed motor vehicles. **District travel by personal aircraft will not be authorized and will not be reimbursed.**

To be reimbursable, the travel must: (a) be for a legitimate District purpose; (b) not be a part of the employee's "commute" (discussed later in this Bulletin); (c) include only travel by the most direct practical route and by the least costly means; (d) not be for in-district travel if the employee is an administrator; and (e) be properly reported on LPS Form AC0023 "Lincoln Public Schools Mileage Log."

Commuting – Employees are responsible for getting themselves to and from work each day; this is referred to in the Internal Revenue Code as "commuting." Employees will not be reimbursed for commuting expenses. In the case of itinerant employees (those who do not have the same workplace every day), their trip from home to the first workplace of the day is considered commuting, as is their trip from the last workplace of the day to their home.

Reimbursement Rate – Pursuant to state law and the Nebraska Department of Administrative Services, mileage will be reimbursed at "the prevailing standard mileage rate as established by the Internal Revenue Service through its Revenue Procedures." For miles driven between January 1 and December 31, 2010, the mileage reimbursement rate was \$0.50. Effective January 1, 2011, the District's reimbursement rate for mileage changed to \$0.51 cents per mile driven. Please note that the rate may change during the school year.

LPS Form AC0023, "Lincoln Public Schools Mileage Log" – For each trip, each column on the form must be completed (trip odometer readings are not allowable). A "trip" is considered each stop an employee makes. The employee must sign and date the completed form and submit it to their supervisor. The supervisor should check to insure that all of the travel being reported was: (a) for legitimate District business; and (b) not already being paid for in some other way. Once the supervisor has confirmed that the mileage is reimbursable, they should sign the form, keep a photocopy for their records, and forward the original to the Accounting Office.

Mileage reimbursement requests can be filed with the Accounting Office at any time, but it is encouraged that employees file reimbursement requests quarterly. Also, employees should file their reimbursement request(s) within six (6) months of the date of their travel.

Daily Recurring Trips – Employees who travel the same route between the same locations on a repetitive basis may provide summary information on the mileage log that LPS is currently using. Rather than recording each trip during the month, employees should record the information required on all columns of the mileage log for the first and last days of travel between the same locations. Next, document the number of work days in the month traveled for the recurring trip. Finally, multiply this trip mileage by the number of work days traveled to compute the “total business miles” (see example on page 4). Employees will need to do this same procedure every month.

This is ONLY for those employees who travel between the same locations on a repetitive basis. All other employees still need to complete each column on the mileage log for each trip. A “trip” is defined as each stop that is made. It is not acceptable for employees to list multiple stops during a day and only record the odometer reading once for that day. Even with this new procedure, all staff should continue to submit their mileage logs every three months, not monthly.

Questions and Answers:

- 1. I'm an itinerant teacher, and serve several different schools each day and different schools each day of the week. Which miles should I claim reimbursement for?* Each day, your first trip from home to your first assignment is “commuting” and is not reimbursable. Thereafter, each trip from one work place to another is reimbursable. When you leave the last workplace of your work day, the trip from there to home is commuting expense, and is not reimbursable.
- 2. I'm an administrator. I drive from my school to another school to pick up another District employee, and then drive to a workshop in another city. What is reimbursable?* As an administrator, your trip from your school to the fellow employee's school is in-district travel, which is covered by your regular monthly mileage stipend and is not reimbursable. The mileage from the colleague's school to the meeting and back to your first stop within the District is reimbursable.
- 3. If I take passengers along with me on a reimbursable trip, can we each claim reimbursement?* No. State law provides that “only one mileage request shall be allowed for each mile actually and necessarily traveled . . . by the most direct route regardless of the fact that one or more persons are transported in the same motor vehicle.”
- 4. I ride my bicycle, or walk, between my various worksites each day. Can I claim reimbursement?* No. The reimbursement can only be for mileage traveled in a privately owned, licensed motor vehicle.

5. *Are substitute employees eligible for reimbursement?* Yes, on the same basis and subject to the same limitations as regular employees.
6. *Instead of completing the mileage log, can I turn in the receipts from my gasoline purchases and be reimbursed that way?* No. The federally approved mileage rate covers a variety of costs related to operating a vehicle (depreciation, insurance, etc.) and applies to only actual miles traveled on School District business.
7. *I am traveling to a conference in another state. I choose not to fly, but rather to take my own car. Can I be reimbursed?* Yes, but the reimbursement amount cannot exceed the lowest available roundtrip airfare from Lincoln to the destination city. Check for the lowest available airfare for the date you intend to travel, and provide written documentation with your request for reimbursement. The District reserves the right to verify airfare rates.

Note: See Also BA #20, "Business Travel Arrangement and Reimbursement," and Article XI of the "Professional Agreement Between The Lincoln Public Schools and The Lincoln Education Association."

VERY IMPORTANT – PLEASE REVIEW IMMEDIATELY UPON RECEIPT

TO: LPS Employees

FROM: Sue Wright, Risk Management Specialist

RE: Workers' Compensation Benefits Process/Procedures

This bulletin contains the information you will need if you sustain a work-related injury. Please take the time to review this bulletin and call Risk Management (RM) at 436-1760 or 436-1767 if you have any questions. Failure to follow the procedures outlined below can delay and/or jeopardize your workers' compensation (WC) benefits. All forms mentioned are available on the district website (www.lps.org). On the LPS website Home Page, type the word "forms" in the Keyword/Search box. Then select Risk Management from the drop down Department menu.

GENERAL INFORMATION

WC is a benefit provided under law. The district is approved by the Nebraska Workers' Compensation Court (NWCC) to act as a self-insurer. This means the RM department handles all claims in-house. There is no insurance company to deal with. Our office handles your claim as efficiently and effectively as possible. We maintain strict confidence regarding all information and documents. Medical information and information about your claim are kept in files that are only reviewed and accessed by RM staff. Our goal is to make this process easy for employees. In order to comply with rules established by the NWCC, LPS has provided guidelines to assist you through this process. You will need to follow these guidelines.

You may receive notices from attorneys after you have filed your claim. LPS did not provide the information about your claim to the attorney. The NWCC first report of injury form is considered public record. Attorneys are allowed access to these records and send out solicitation letters. These letters imply that you cannot receive WC benefits due to you without the assistance of an attorney. This is not true. LPS will pay all benefits legally owed on a non-contested claim.

District standards and expectations are that employees will not engage in conduct involving dishonesty, fraud, deceit or misrepresentation in the performance of or as a part of their duties. All employees who file injury reports for compensation claims are certifying the truthfulness and accuracy of such reports. The District, from time to time, does engage in activity checks in regard to such matters. The District may, on occasion, record phone calls for documentation and auditing purposes.

WHAT DOES WORKERS' COMPENSATION COVER: WC covers all costs of an approved claim related to an injury or occupational disease. Examples could include doctor, hospital, pharmacy, chiropractor, therapy, radiology, and mileage. When you see a medical provider for treatment, it is your responsibility to tell the medical provider that you have filed/are filing this treatment as a WC claim with the District. You can direct the provider to call RM at 436-1760 or 436-1767 if they have questions.

THE INJURY REPORTING PROCESS

- Report any injury/occupational disease to your supervisor and Risk Management immediately. Complete the appropriate, required paperwork noted below.
- Complete the Declination of Treatment form (RM0002) if you do not miss work and are not seeking medical attention. If you initially complete a Declination of Treatment form and are still experiencing problems a week after the incident, contact the RM office immediately to arrange for an evaluation of the injury,

AND

- Complete the Employee Report of Injury or Occupational Disease (RM0001) if seeking medical attention and/or missing work.
- If you complete form RM0001, you must also complete the Physician Choice Form (RM0004).
- If the injury does not require immediate emergency care, the Physician Choice Form needs to be completed PRIOR to going to the doctor.
- If your physician will not treat you for a work-related injury, you must go to the District designated treatment facility (DDTF). The only exception is for a medical emergency injury – i.e. severe cut, trauma to the head, broken limbs, etc.
- If you have a job outside of LPS and are injured, Board of Education Policy 4870 requires that you report all other employment to RM. It is important to note that restrictions imposed by your physician for the injury apply to all jobs as well as the home environment.
- Special Note – Bloodborne Pathogen Incident (transmission of body fluids, scratches, bites, etc.) – Complete the appropriate Bloodborne Pathogen report (RM00013 or RM00014). **All treatment related to Bloodborne Pathogen incidents/exposures must be received at the District's Designated Treatment Facility. The District will not pay for treatment by your personal physician.**
- If you receive **medical treatment and/or miss any work**, you must have a Release to Return to Work (RTW) form (RM0005) completed by your treating physician. **You cannot return to work without this form.**
- If the form lists restrictions, you and your supervisor will review the restrictions. Your supervisor will contact RM prior to your return to work to discuss any modified duty due to restrictions. LPS **does** allow employees to return to work in a modified duty capacity. **It is the responsibility of your doctor to outline the restrictions that apply for your injury. It is the decision of LPS as to whether or not you can perform the essential functions of your employment with those restrictions.** If you are approved to return on modified duty a Verification

of Work Restrictions, form (RM0006) must be completed. **Modified duty is a temporary status only, usually lasting no longer than 3 months.**

- It is your responsibility to ask for and to obtain from your doctor, a return to work form **after each physician appointment**. If you use the District's designated medical facility, they will provide a return to work form for you. Wording such as "as tolerated" is not acceptable. The physician needs to indicate all restrictions that are necessary for your safe return to work.
- Inform your physician that you have filed this as a WC claim and request they bill LPS – RM Department, Box 82889, Lincoln NE 68501. Do not use your health insurance card and do not make the co-pay. WC law provides that an injured employee is not responsible for payment associated with a work-related injury. The physician's office can call RM at 436-1760 or 436-1767 for billing information.
- In some instances, it may be necessary to request prior medical records. RM will send you "Medical Provider" and "Consent for Release of Medical Records" forms. Please complete and return to RM within 24 hours.
- Report related absences as WC to your payroll person. If you are unable to return to work after the seven calendar days, RM will send you a letter explaining the workers' compensation salary benefit. The district does not dock for absences within the seven calendar days or absences for medical appointments. Absences are only allowed for the time necessary to attend the appointment. Employees working less than a full day or second and third shifts should schedule their appointments outside of the workday.
- Obtain a copy of the mileage form (RM0007) for WC from the website and log your mileage to and from medical appointments. Submit for reimbursement at the end of treatment or monthly to RM, Box 14, LPSDO.
- When filling prescriptions related to your injury, do not use your health insurance prescription card. The full cost of the prescription should be billed to LPS under workers' compensation. If the pharmacy will not bill LPS, submit the sales slip receipt and the medication information slip to RM for reimbursement.
- WC can seem confusing so please do not hesitate to contact us at anytime. We are here to help you through this process. You may reach us at 436-1760 or 436-1767. You may also contact the NWCC at 471-6468 or their website wcc.ne.gov for information.

**TO: ADMINISTRATORS / TEACHERS / NURSES /
OFFICE STAFF / ATHLETIC DIRECTORS**

FROM: Sue Wright, Human Resources/Risk Management office

SUBJECT: PROCEDURES FOR REPORTING STUDENT ACCIDENTS / INJURIES

1. It is only necessary to complete a student injury report for Risk Management if:
 - A. The injury requires surgery, hospitalization or a 911 call.
 - B. The injury circumstances are questionable.
 - C. The parents inquire about payment for medical treatment.
 - D. The administrator feels it is necessary.
2. The Student Injury and Investigative reports must be completed and submitted to Risk Management. Both are available in the LPS District website under Forms.
3. If the injury is serious in nature or there are questionable circumstances, Risk Management should be called immediately. It may be necessary for someone from Risk Management to come out to the building to do an investigation.
4. Staff should always follow standard medical procedures.
5. Staff should not comment to anyone outside of Lincoln Public Schools related to causation of the accident, treatment rendered and response by building personnel, etc. Comments made even as an aside can later be used in court to establish negligence on the part of the district.
6. Copies of a formal report can only be released to the parents or other parties by Risk Management.
7. Administrators should not allow pictures to be taken by anyone other than Lincoln Public Schools personnel or designees.

Mentor – How Do I Record My Time?

As a Mentor you will use the Time and Attendance System to record the time you have worked. Recording your time in TAS may be done anytime throughout the day.

Log into the TAS system and the main workspace window will display.

The default selection of **Me** will be in the **Who** option.

The date will default to today.

Click the **Edit Timesheet** shortcut link.

The **Edit Timesheet** will display in the **Work Area**.

Select the **Scheduled Shift** by clicking on the **magnifying glass** to display a listing of **Shifts**.

Search for the **Shift** and when found, click the button next to the appropriate **Shift**.

The selected **Shift** will be displayed in the **Scheduled Shift** field.

Mentor – How Do I Record My Time?

Click on the **Apply Default** button.

After clicking on the **Apply Default** button, a work record is displayed on your timesheet. You will need to modify the work record and tell the system where you worked and the job you did.

Select the **Cost Center** by clicking on the **magnifying glass** to display a listing of **Cost Centers**.

Click the button next to the appropriate **Cost Center**.

Select	Cost Center	Description
<input checked="" type="radio"/>	0301	Lincoln High
<input type="radio"/>	0302	East High
<input type="radio"/>	0303	Northeast High
<input type="radio"/>	0304	Southeast High
<input type="radio"/>	0305	North Star High

Select the **Job** by clicking on the **magnifying glass** to display a listing of **Jobs**.

Click the button next to the appropriate **Job**.

Select	Job	Description
<input checked="" type="radio"/>	1342	Mentor
<input type="radio"/>	1358	Mentor 2
<input type="radio"/>	AUTO	Auto Position

The **Start Time** and **End Time** times are defaulted based on the selected shift.

Cost Center	Job	Start Time	End Time	Duration
0301	1342	10:00 AM	11:00 AM	01:00

NOTE: The **Start Time** and **End Time** may not display the exact time you worked with the student(s); however, the **Duration** will be correctly displayed as 1 hour.

Mentor – How Do I Record My Time?

For confidentiality reasons, enter only the **First Name** of the student in the **Comments** field.

Comments
Peter

Click on the **Apply Changes** button to save the changes you have made.

A confirmation message is displayed.

Click the **OK** button.

Saved successfully.

OK

When you have finished recording your time, it is important to **Logout**. In the upper right corner click on **Logout**.

Moore, Denise (055787) Print Help

Who: Me
What: Edit timesheet
From: 08/08/11
To: 08/08/11
Shortcuts: Web Clock Edit Timesheet Daily Summary

August 2011

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today

My Reminders - Moore, Denise - Thu - 08/25/2011
You Have 0 unread messages
Refresh Close

Logout

Edit Timesheet
Moore, Denise (055787)
Mon - 08/08/2011

Payroll Shift Detail
Select Sched Shift: 810 Apply Default Start Date: 08/08/11
Actual Shift: 810 End Date: 08/08/11

Select	Action	Code	Cost Center	Job	Start Time	End Time	Duration	Comments	HR Type	Activity Code	Job ID
REG	00:00	OT	00:00	NA	00:00	ADDL	01:00	Peter	ADL		

Approval Status: dmoore

A confirmation message is displayed.

Click the **OK** button to complete the **Logout** process.

Are you sure you want to logout?

Cancel OK

Recording Additional Shifts

As you work with students throughout the day, you will need to create additional shifts to your timesheet to record your hours worked. Recording your time in TAS may be done anytime throughout the day.

Log into the TAS system and the main workspace window will display.

The default selection of **Me** will be in the **Who** option.

The date will default to today.

Click the **Edit Timesheet** shortcut link.

The **Edit Timesheet** will display in the **Work Area** and will show the shift(s) that you may have previously recorded for the day.

In the example below, the employee worked:

Shift	810	10:00 AM – 11:00 AM
Cost Center	0301	Lincoln High
Job	1342	Mentor
Student	Peter	

Add an additional shift by clicking on the **Add Shift** button located on the far right of your screen.

Mentor – How Do I Record My Time?

This will add another Payroll Shift Detail area to your timesheet.

Edit Timesheet
 Moore, Denise (055787)
 Mon - 08/08/2011

Payroll Shift Detail
 Select Sched Shift 810 Start Date 08/08/11
 Actual Shift 810 End Date 08/08/11

Select	Action	Code	Cost Center	Job	Start Time	End Time	Duration	Comments	HR Type	Activity Code	Job ID
<input type="radio"/>	WRK	(W)	0301	1342	10:00 AM	11:00 AM	01:00		ADL		
REG 00:00 OT 00:00 NA 00:00 ADDL 01:00 ABS 00:00											

Approval Status:

Payroll Shift Detail
 Select Sched Shift 80 Start Date 08/08/11
 Actual Shift 80 End Date 08/08/11

Select	Action	Code	Cost Center	Job	Start Time	End Time	Duration	Comments	HR Type	Activity Code	Job ID
<input type="radio"/>	WRK	(W)	AUTO	AUTO	11:00 AM	12:00 PM	01:00		REG		
REG 01:00 OT 00:00 NA 00:00 ADDL 00:00 ABS 00:00											

Approval Status:

You will perform the same steps outlined in detail above.

- Select your **Scheduled Shift** and click on the **Apply Default** button.
- The **Start** and **End Times** will default based upon your selection.
- Select the **Cost Center** where you are working.
- Select the **Job** you are performing.
- Enter the **Student's First Name**.
- Click on the **Apply Changes** button.
- Add another **Shift** if needed or click on the **Logout** button.

The example below shows the timesheet for an employee who worked three (3) shifts on one day:

Shift	810	10:00 AM – 11:00 AM
Cost Center	0301	Lincoln High
Job	1342	Mentor
Student	Peter	

Shift	813	1:00 PM – 2:00 PM
Cost Center	123	Beattie
Job	1342	Mentor
Student	Amanda	

Shift	814	2:00 PM – 3:00 PM
Cost Center	123	Beattie
Job	1342	Mentor
Student	Andrew	

Edit Timesheet
 Moores, Denise (055787)
 Mon - 08/08/2011

Payroll Shift Detail
 Select Sched Shift: 810 Start Date: 08/08/11
 Actual Shift: 810 End Date: 08/08/11

Select	Action	Code	Cost Center	Job	Start Time	End Time	Duration	Comments	HR Type
<input type="radio"/>	WRK	(W)	0301	1342	10:00 AM	11:00 AM	01:00	Pete	ADL
REG 00 00 OT 00 00 NA 00 00 ADDL 01 00 ABS 00 00									

Approval Status:

Payroll Shift Detail
 Select Sched Shift: 813 Start Date: 08/08/11
 Actual Shift: 813 End Date: 08/08/11

Select	Action	Code	Cost Center	Job	Start Time	End Time	Duration	Comments	HR Type
<input type="radio"/>	WRK	(W)	0123	1342	01:00 PM	02:00 PM	01:00	Amanda	ADL
REG 00 00 OT 00 00 NA 00 00 ADDL 01 00 ABS 00 00									

Approval Status:

Payroll Shift Detail
 Select Sched Shift: 814 Start Date: 08/08/11
 Actual Shift: 814 End Date: 08/08/11

Select	Action	Code	Cost Center	Job	Start Time	End Time	Duration	Comments	HR Type
<input type="radio"/>	WRK	(W)	0123	1342	02:00 PM	03:00 PM	01:00	Andrew	ADL
REG 00 00 OT 00 00 NA 00 00 ADDL 01 00 ABS 00 00									

Approval Status:

It is recommended you **Submit Your Timesheet for Approval** at the end of each day you work.

Display your **Timesheet** and review the work records. Make any necessary corrections to the work record. Once the work records are correct, click on the **Submit for Approval** button to indicate the reported time is correct. Once you have **submitted** your work record for approval, the fields on your **Timesheet** will be gray in color, no longer editable and your userid will be in the **Approval Status** field. If you need to make additional changes, you will need to visit with the approver at the building.

When you are finished working with your **Timesheet** it is important to **Logout**. In the upper right corner click on **Logout**.

A confirmation message is displayed.

Click the **OK** button to complete the **Logout** process.

Are you sure you want to logout?

Submitting the Timesheet for Approval

It is recommended you **Submit Your Timesheet for Approval** each day you work; however, if that did not occur you may access your **Daily Timesheet Summary** and **Submit Your Time for Approval** for a range of dates.

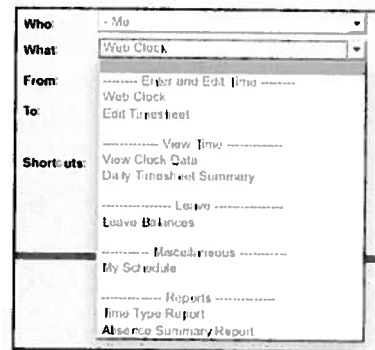
Log into the TAS system and the main workspace window will display.

The default selection of **Me** will be in the **Who** option.

In the **What** option, select **Daily Timesheet Summary**.

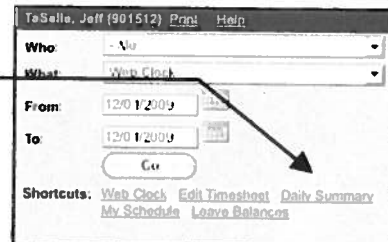
Enter or select the desired date or date range in the **From** and **To** options.

NOTE: When making changes to the timesheet you may select an individual day or the entire week, Monday through Sunday.



Click the **Go** button.

NOTE: To quickly access your **Daily Timesheet Summary**, select the desired date or date range and then click on the **Daily Summary** shortcut.



The **Daily Timesheet Summary** will display in the **Work Area** on the bottom of the screen for the date or date range selected.

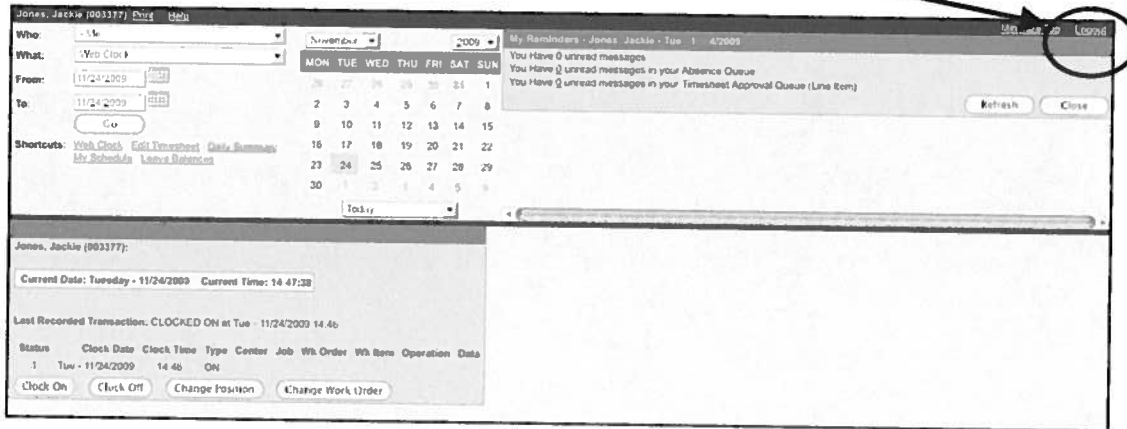
Name	Payroll ID	Approval Status	Pay Date	Start Date and Time	End Date and Time	Code	Absence Hrs	Reg	OT	NA	Addl
ToSells_Jeff	901512	<input type="checkbox"/> Autopost	Mon - 03/16/2009	Mon - 03/16/2009 07:00 AM	Mon - 03/16/2009 03:40 PM	(W),BRK	00:00	08:10	00:00	00:00	00:00
ToSells_Jeff	901512	<input type="checkbox"/> Autopost	Tue - 03/17/2009	Tue - 03/17/2009 07:00 AM	Tue - 03/17/2009 05:30 PM	(W),BRK	00:00	10:00	00:00	00:00	00:00
ToSells_Jeff	901512	<input checked="" type="checkbox"/> Autopost	Wed - 03/18/2009	Wed - 03/18/2009 07:00 AM	Wed - 03/18/2009 03:30 PM	(W),BRK	00:00	08:00	00:00	00:00	00:00
ToSells_Jeff	901512	<input checked="" type="checkbox"/> Autopost	Thu - 03/19/2009	Thu - 03/19/2009 07:00 AM	Thu - 03/19/2009 03:30 PM	(W),BRK	00:00	08:00	00:00	00:00	00:00
ToSells_Jeff	901512	<input type="checkbox"/> Autopost	Fri - 03/20/2009	Fri - 03/20/2009 08:50 AM	Fri - 03/20/2009 03:20 PM	(W),BRK,LE	00:10	05:50	02:10	00:00	00:00
Employee Grand Totals:							00:10	40:00	02:10	00:00	00:00

Click on your Name or Payroll ID on the left side of the screen for the date you have just completed working. This is a link that will display your **Time Sheet**. Review and make any corrections to the record, if necessary.

Mentor – How Do I Record My Time?

Once you have reviewed and/or made corrections to the work records displayed, click on the **Submit All for Approval** button to indicate that the reported time is correct. Once you have **submitted** your work records for approval, the fields on your **Timesheet** will be gray in color, no longer editable and your user id will be in the **Approval Status** field. If you need to make additional changes, you will need to visit with the approver at your building.

When you are finished working with your **Daily Timesheet Summary** it is important to **Logout**. In the upper right corner click on **Logout**.



A confirmation message is displayed.

Click the **OK** button to complete the **Logout** process.

