The Ed. Fund
West Contra Costa Public Education Fund

217C W Richmond Ave, Richmond, CA 94801

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TIME SHEET FISCAL AGENCY EMPLOYEES

INSTRUCTIONS: To be paid by The Ed. Fund acting as fiscal agent for your employer

- **Submit a separate timesheet for each month you work.**
- **Make sure you and your or Program Director sign all timesheets.**
- **Submit all timesheets to The Ed. Fund no later than the 20th of the month for payment by the 1st of the following month. Fax timesheets to 510-217-3996.**
  - **Do not estimate the hours you will work from the 21st to the 30th or 31st of the month. Just add those hours to the next month's Time Sheet.**
  - **Time Sheets submitted after the 20th day of the month will not be honored until the following month's payroll.**
- **Provide all information requested on the timesheet; otherwise, the timesheet will not be processed in the payroll.**

Name of Employer (i.e. Helms After School)_____

Date submitted:_____Month/Year covered by this Time Sheet _____

Employee's name: _____

Change of address? New address/phone number_____

Mark the category that applies to you:

_____Hourly rate of pay. If paid by the hour, indicate your hourly rate: _____

_____Monthly stipend. If paid a stipend, indicate the amount of the stipend: _____

_____Monthly salary. If paid a salary, indicate the monthly amount: _____

Date	Total Hours Worked	Date	Total Hours Worked
TOTAL HOURS WORKED DURING MONTH:			

_____ _____

Employee's signature Program Director's signature

09/10