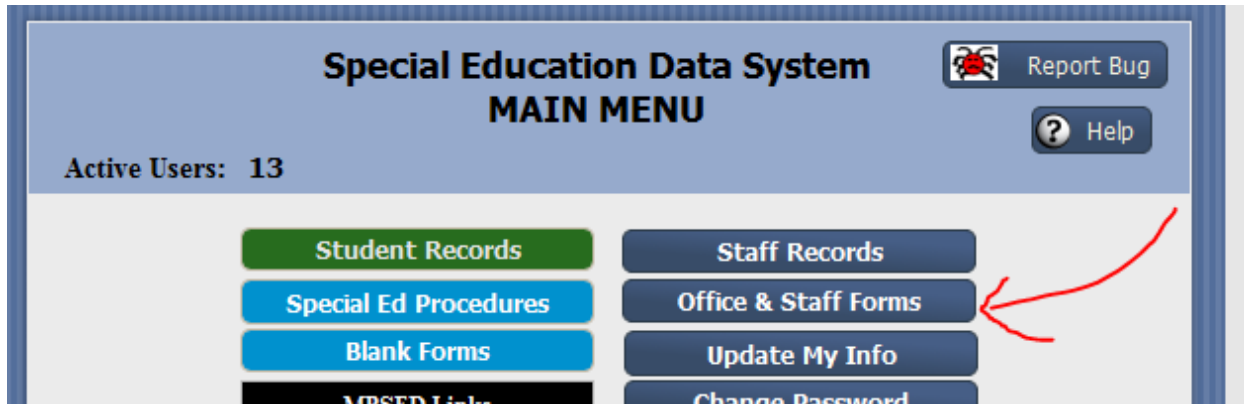
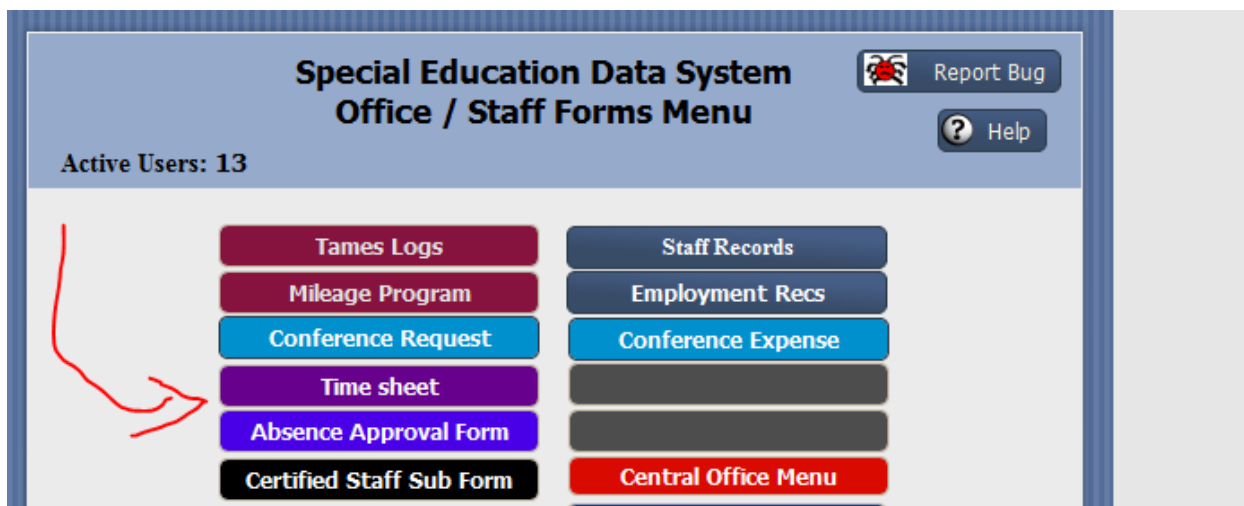


## Time Sheet Instructions

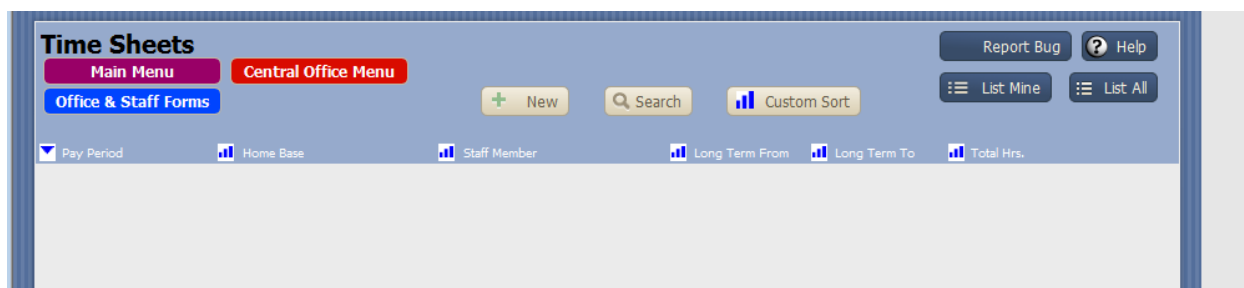
Log into SEDS via FileMaker Pro. The teachers, social workers, speech and/or SEA for your building can help you if you are unsure how to login.



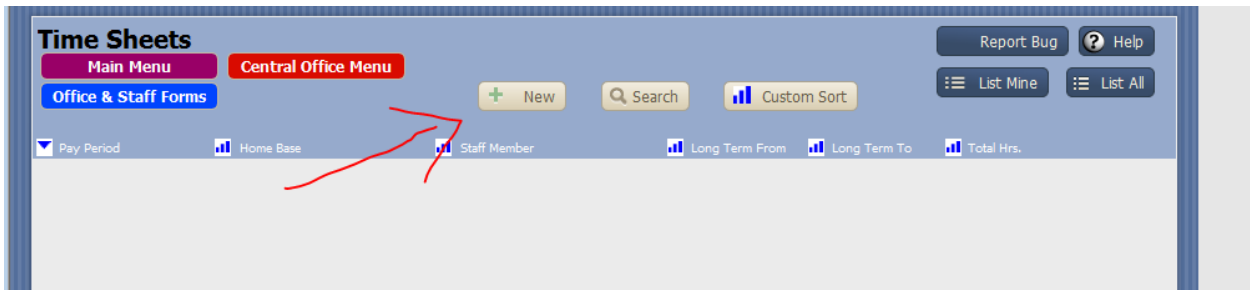
Click on ***Office and Staff Forms***



Click on ***Time Sheet***



You will see a list of the Time Sheets which you have created. The first time you use the system, the list will be blank since you have not yet created any.



Click the **New** button to create a new Time Sheet

**Time Sheet** List Mine Report Bug Help

Main Menu Central Office Menu Office & Staff Forms + New Search Custom Sort List Mine List All

Pay Period Home Base **Staff Member** Long Term From Long Term To Total Hrs.

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IN1 Instructions List Mine Report Bug Help

James A Robinson Pay Period: 1 Check Tab

**MACON-PIATT SPECIAL EDUCATION DISTRICT** **TIME SHEET**  
 335 E. Cerro Gordo St., Decatur, IL 62522  
 Phone: 217-424-3030 \* Fax: 217-424-3022

NAME: James A Robinson Home Base Location: MPSED Go to Staff Record

Pay Period: FROM: TO:

Dates	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Total Hours
Regular Hours											
Leave Hrs.											
Leave Type											

LEAVE TYPE (please indicate in the box above)

C	=	Conference/Activity	F	=	Funeral	H	=	Holiday	I	=	In-Service
P	=	Personal	S	=	Sick	V	=	Vacation		=	

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

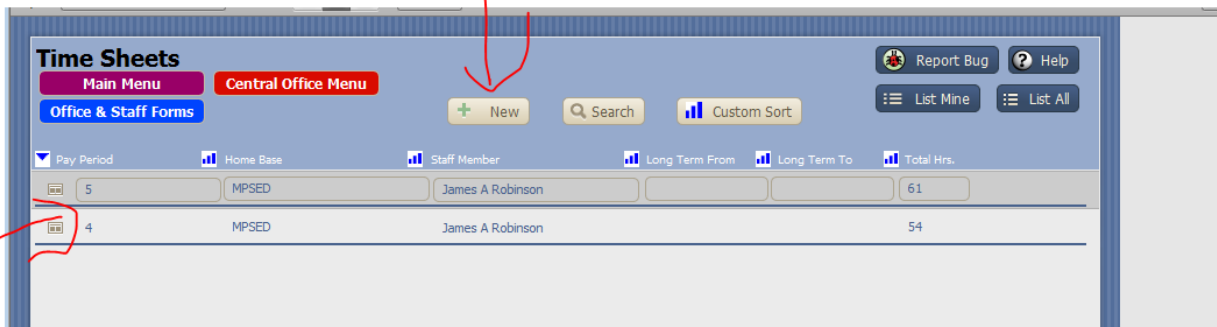
Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of MPSED Director: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE E-MAIL COMPLETED FORM TO  
 TERRAINNE @ TMARTIN@DPS61.ORG  
 OR FAX TO 217-424-3022

**Fill out the time sheet per Terrainne's instructions**

Print, sign and submit your time sheet as per the payroll policy sent out by Terrainne.



Here is what the list will look like once I have submitted a couple of Time Sheets. At this point I can click on one of the previous time sheets to view that sheet, or I can click the **New** button to create a New blank Time Sheet for my next pay period.