

Submittal of Timecards

Procedure for submittal of Job Training Attendance Records (Timecards) (FM-5248)

To ensure the proper collection of the FM5248 Job Training Records (Timecards) please adhere to the following procedure:

On the last day of each grading period, print out a copy of your On-the-Job-Training (OJT) period class roster from your Electronic Gradebook - Teacher Portal.

6th period for schools with the 6-period day, or
7th and 8th periods for schools with the 8-period day

Submit the roster along with the Job Training Attendance Records Receipt (FM-5889) and the Job Training Attendance Records (Timecards) (FM-5248) to the registrar or Principal's FTE designee no later than 10 working days after the end of the grading period (except for the last grading period, when they are due the last day of school). Printing of the class rosters on the last day of the grading period ensures the accuracy of the list of students registered in the OJT periods.

Please submit a copy of the class roster along with a copy of the Job Training Attendance Records Receipt (FM-5889), **NOT the timecards**, to:

9999 - SBAB, Room 844

Attn: H. Cepero, Instructional Supervisor
Marketing & Diversified Educaion

We do this in order to monitor collection of timecards by the due dates.

Teachers are required to have a Job Training Attendance Record (timecard) (FM-5248) for EVERY student listed on the print out.