

Proxient (Timesheets) - Frequently Asked Questions

1) What is the web link to Proxient? What is my login and password? I forgot it.

The web link to Proxient can be found on Sequoia's website at www.seq.org. Please find the tab "STAFF" and look for Payroll → Proxient Login. Your login and password is the same as your Sequoia Union HSD Email address. If you do not remember your user name and password, you will have to contact our I.T. Department to reset your password. Please go to our support desk online at <http://gethelp.seq.org/> to submit a ticket to reset your password.

2) Do I have to submit a timesheet?

No, you only need to submit a timesheet if:

- a. You've worked overtime
- b. You are a short-term temporary employee
- c. Short-term Temporary assignment (Out of Class, duties outside of your regular hours)

If you are a permanent employee, you do not need to submit a timesheet for your regular positional pay.

SUBSTITUTES DO NOT SUBMIT TIMESHEETS ON PROXIENT. THEY ARE REPORTED ON AESOP/FRONTLINE.

3) What location do I choose when submitting a timesheet? I worked at two locations. Do I need to submit two timesheets?

Please select the location where you performed your job duties. For example, if you are a paraprofessional working at Menlo Atherton and you worked extra hours there, then you choose Menlo Atherton as your location on your Proxient timesheet. If you worked at two locations, for example, performed clerical duties at Menlo Atherton and also gone to the District Office to attend a paid Professional Development session, then you would still select Menlo Atherton as this is your primary site. You DO NOT submit separate timesheets! Please COMBINE all your hours for that month in one timesheet. **ONE TIMESHEET PER PAY MONTH.**

4) What budget/Account code do I use for my timesheet? What is it for?

Budget/Account codes determine who will be paying for your timesheet. It could be your school site, a department at the District Office, or even your site's Foundation Organization. Your site treasurer should be able to provide you with a budget/account code to use for your timesheets. If they do not have the budget/account code, then they will refer to a department at the District Office to obtain a code.

Please do not enter in a random string of codes. This will delay your timesheet and the payment of it.

5) I've submitted my timesheet. Why did I not get paid? What's the status of my timesheet?

Timesheets must be submitted on time and fully approved by the Timesheet Cut-off Schedule. A copy of our timesheet cut-off schedule can be found on:

<http://www.seq.org/DEPARTMENTS/Administrative-Services/Accounting/Staff-Forms/index.html>

A fully approved timesheet is approved by: TREASURER, SUPERVISOR, RESOURCE MANAGER (VARIES), and ACCOUNTING ADMINSTRATOR. Once it is approved by the Accounting Administrator before the Timesheet-Cutoff date for that month it is considered ON-TIME and FULLY APPROVED.

LATE TIMESHEETS TAKE 1-2 PAYPERIODS TO PROCESS.

On-time & fully approved Timesheets are paid 1-month behind. For example, a timesheet for October hours will not be paid out until the following month, November. If you are a regular employee, overtime will be included in your regular monthly pay check.

Employees are able to check the status of their timesheet when submitted. When you login to Proxient, go to "MY REQUESTS LIST". You will see the statuses for all the timesheets you have submitted for the school year. Find the timesheet in question and click on "VIEW". This will bring you to your timesheet. If it has been approved by the ACCOUNTING ADMINSTRATOR, then the timesheet is FULLY APPROVED. Please pay close attention to the approval dates of your timesheet. If it is after the cut-off then it is considered late.

6) I've missed the cut-off and have to submit a late timesheet. How do I do this? I am not able to select the correct service dates on Proxient.

Submit a timesheet on Proxient like normal, but change the service dates on the timesheet to the appropriate month. If you cannot select the appropriate month, then use the earliest service dates you can use and input the correct dates in the "Assignment Description". Please see below for an example.

Type: * Classified Certificated Student Pay Calendar: CLASMD

Service Date(s): * From 10/1/2019 ▼ To 10/31/2019 ▼

Timesheet Entry / Regular Employee

Date* of service	Description*		Time*		Quick Code
	Program	Assignment Description	Hrs	Min	
10/1/2019	SAMPLE	SAMPLE - 08/15/19	2	0	
10/2/2019	SAMPLE	SAMPLE - 08/16/19	2	0	
Total Units/Time			4	0	