

# SAFE IN-KIND GUIDANCE

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Purpose: This guidance will explain the steps to completing SAFE In-kind timesheets and worksheets. Access to these forms are located on the [SCOE/SAFE website](#). The In-kind process is completed electronically.

## In-kind Entry:

1. Collect information and backup documentation for data entry
2. Create an individual In-kind timesheet and calculation for each volunteer
3. Ensure each volunteer's name is on their In-kind timesheet and calculation
4. Pull the PAY328 report in QCC
5. Use pay types (normal, extra, overtime, stipend, etc.)
6. Items to enter on calculation spreadsheet from PAY328 report for **Option 1:** GROSS+BENEFITS, GROSS, SAFE HOURS, and REGULAR HOURS
7. Items to enter on calculation spreadsheet for **Option 2 or 3:** TOTAL TIME, HOURLY RATE, and STATUORY BENEFIT
8. After above items are entered the document will automatically calculate **TOTALS and GRAND TOTALS** for you
9. DO NOT ENTER DATA IN NON-COLORED BOXES. There are preset formulas that provide the needed reporting information
10. Save each volunteer document individually on your computer for future access.
11. Enter all amounts on the SAFE In-kind worksheet. Make sure the worksheet is labeled with School District, Site name, and correct month

## Submitting to SAFE:

1. Print, single sided, In-kind timesheet and calculation for each volunteer. In-kind worksheet, and any other backup required
2. Scan all printed sheets as one document. (No signatures)
3. Email the document to Beth Hagerman at [bhagerman@siskiyoucoe.net](mailto:bhagerman@siskiyoucoe.net)
4. All In-kind timesheets and worksheets need to be submitted by the 10<sup>th</sup> of each month
5. Email subject line needs to state School Site, SAFE, month/year. (Ex: Hornbrook SAFE August 2021)
6. All documents will be reviewed upon receipt at the SAFE office
7. Corrections needed will be emailed back to the SAFE site
8. Complete corrections and email to Beth Hagerman
9. Email confirmation will be sent by Beth Hagerman of complete In-kind documentation
10. Print and sign all In-kind documents and place in the mail

Send to:

Kelly Nakano  
SAFE Department  
609 South Gold Street  
Yreka, CA 96097

# Example of In-Kind Timesheet and Worksheet

## Volunteer In-Kind Timesheet

Volunteer's Name \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Date	Job Performed	No. of Hours	Date	Job Performed	No. of Hours
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16				Monthly Total Hours	

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Be Completed by Site Personnel**

Check appropriate "Volunteer Classification"

Option 1  Employee on payroll, not coded to SAFE (Res. 6010)

Option 3  Volunteer (Parents, professionals, etc.)

Option 2  Employee volunteering time (unpaid), performing regular job

Volunteering as an Aide Step 1, Col. 1 aide salary schedule

Volunteering as a Teacher (w/credential) Step 1, Col. 1 teacher salary schedule

Volunteering as "Other Professional" Use professional rate sheet

District Approval \_\_\_\_\_ Date \_\_\_\_\_

# Example of In-kind Calculation

VOLUNTEER'S NAME			
<b>If you selected Option 1</b>			
<b>PAY INFORMATION</b>			
Use PAY 328 report			
	GROSS + BENEFITS	GROSS	BENEFITS
1			0.00
2			0.00
3			0.00
4			0.00
5			0.00
6			0.00
TOTAL	0.00	0.00	0.00
SAFE HOURS	TOTAL REG. HOURS	SAFE %	TOTAL SALARY
	1	0%	\$0.00
	TOTAL BENEFITS	GRAND TOTAL	
	\$0.00	\$0.00	\$0.00

VOLUNTEER'S NAME					
<b>If you selected Option 2 or 3</b>					
TOTAL TIME	HOURLY RATE*	STATUTORY BENEFIT %	TOTAL SALARY	TOTAL BENEFITS	GRAND TOTAL
			\$0.00	\$0.00	\$0.00
* Salary Schedule used: _____					
Column used: _____					
Step used: _____					