**Digital Timecard Process**

Dear Petaluma City Schools Employees,

We are excited to announce an important update to our timecard submission process: **Digital Pay Claims!**

Beginning July 17, 2025, all employees and substitute staff will need to complete and submit their timesheets through an online form instead of using paper or PDF forms. This new digital process will streamline submissions and improve accuracy.

**Key Changes to Note:**

* You will need to complete your online forms after your worked assignments
* The form must be submitted directly to the work site where you worked
* Paper and PDF forms will no longer be accepted after the transition date
* Please note that you do not need a log-in or password to fill out and submit forms; you can do this simply by clicking the link each time you need to submit a form

**What This Means for You:**

* Simplified Submission – Complete and submit your pay claim form online via [Jotform](https://petk12.jotform.com/250295223156049).
* Automated Approvals – Claims will be routed digitally for review and approval.
* Faster Processing – Reducing manual handling means quicker turnaround times.

**How It Works:**

* Submit your pay claim via the online Form.
* Your request will be routed to your site/department for approval.
* Once approved, the claim will be forwarded to the district office payroll department for final recording.
* A signed copy of the approved claim will be sent to your email for your records.

**Access the Mobile Digital Claim:**

For your convenience, you can also access the mobile form to submit your claims on the go.

