



Head Start
of **GREATER DALLAS**
Teaching Children & Building Families

TRAINING SIGN-IN SHEET COMPLETION & TIME CLOCK REQUEST

The Staff Development department records training in staff's training log and ensures that training hours are entered on staff's timecards for full day (6-8 hours) trainings. These timesheets need to be correctly completed and turned in to the Staff Development department for processing by the training instructor or another designated person. They may be submitted in person, through email, by placing in Staff Development team member mailbox, or via fax at (972) 290-0954.

1. There are two different time sheets that are used for different types of training.
 - a. One sign in sheet only requires that you use your Staff ID number. This sign-in sheet is for any training, meeting or any other staff event scheduled for 1-5 hours.
 - b. The other sign in sheet requires you to print your Name, Staff ID, Job Title, and Job Location. This sign-in sheet is for any training that is 6-8 hours long and considered a full-day training.

The Staff Development department processes each of those sign in sheets differently, which is why it is important to use the right one.

2. Before turning in the time sheets, be sure to complete the top section completely with a brief description of the training, the trainer name, date, as well as start AND end time of the training. **ALL OF THIS INFORMATION IS REQUIRED. MISSING INFORMATION WILL CAUSE A DELAY IN RECORDING TRAINING IN THE TRAINING LOG.**
3. If your department has a full-day training, meeting, activity or special event that is held outside of the agency and Staff Development is not facilitating, planning, or organizing, please inform us at least 3 weeks prior to the event if you need to arrange for a time clock to be placed at the venue. As with laptops, projectors and any other equipment that is checked out from our department, a formal request for a time clock needs to be made as well. It is the responsibility of the person in charge of the event or another team member to make this request, particularly, if the Staff Development department is not directly involved with the event.

It is preferred that a time clock is requested for full-day events outside of the agency. Although a time clock may be available, the sign-in sheet is still necessary as a backup in the event the time clock does not register the clock in.

4. Submit the training log via email to the assigned staff member according to your site.

Center	Processor	Email
A.M. Brooks	Jackie Robinson	jrobinson@hsgd.org
Brookhaven	Christine Leal	cleal@hsgd.org
Buckeye Trails (EHS/HS)	Jackie Robinson	jrobinson@hsgd.org
Davids' Place	Christine Leal	cleal@hsgd.org
Ferguson Oates	Jackie Robinson	jrobinson@hsgd.org
Garland (EHS/HS)	Jackie Robinson	jrobinson@hsgd.org
Grand Prairie	Christine Leal	cleal@hsgd.org
Jeanie's Place	Jackie Robinson	jrobinson@hsgd.org
Jerry Junkins	Jackie Robinson	jrobinson@hsgd.org
Lake June	Jackie Robinson	jrobinson@hsgd.org
Lakewest (EHS/HS)	Jackie Robinson	jrobinson@hsgd.org
Lancaster-Kiest	Christine Leal	cleal@hsgd.org
Margaret Cone (EHS/HS)	Christine Leal	cleal@hsgd.org
Robbie Jones	Christine Leal	cleal@hsgd.org
Roseland Homes	Christine Leal	cleal@hsgd.org
Socorro Gonzales	Jackie Robinson	jrobinson@hsgd.org
Sunnyview	Christine Leal	cleal@hsgd.org
Wanda M. Smith	Jackie Robinson	jrobinson@hsgd.org
Wanda M. Smith Admin	Christine Leal Jackie Robinson	cleal@hsgd.org jrobinson@hsgd.org
West Garland	Christine Leal	cleal@hsgd.org

The Staff Development department will work diligently to assist you with your training needs. However, we need your assistance in helping us do that more efficiently by being mindful of the processes and procedures related to that assistance. Don't hesitate to contact us if you have any questions.