

# INSTRUCTIONS ON COMPLETING & SUBMITTING YOUR TIME CARD

## Completing a Time Card

Using excel - NOT Google Sheets - complete required cells. Rates are located in the teacher contract and/or board minutes. If you are being paid per day, insert the number 1 in the corresponding cell.

## Saving Your Time Card

1. Click on file
2. Save as
3. Rename your excel file using your **last name, first initial, month and year** Example: SmithB09-2023.xlsx (the month in this file name represents hours/days worked in September 2023). The attachment must be saved as an Excel document. Do not save/send as a Google Sheet!

## Due Date/Emailing Your Time Card for Approval and Processing

Email your time card(s) to Amy Patryn, cc'ing your supervisor, on the first business day of each month following the month of service. Accurate and timely submission by you will ensure your payment for the pay period. Incomplete/incorrect time cards will be returned to you which may delay your payment until the next pay cycle. Timely submission is expected for budgetary reasons so please make every effort to adhere to the timeframe.

If you are unsure about what time card you should use or if you have questions about how to complete the time card, please reach out for assistance at ext. 7215 or 7248. Contact payroll at ext. 7215 for your per-diem rate.

**This example is based on a science teacher's time card.**

The screenshot shows an Excel spreadsheet with the following content:

1	Rate Columns					
2	Enter the number 1 in STANDARD RATE column or PER DIEM RATE column depending on the coverage type					
3	STANDARD RATE - Cover/Absorb class whose subject you ARE NOT permanently assigned					
4	PER DIEM - Cover/Absorb class whose subject your ARE permanently assigned					
5	<b>Enter your per diem rate</b>					
6	REMINDER: THERE WILL BE NO PAID HOURS FOR ABSORBING ADDITIONAL STUDENTS DURING YOUR STUDY HALL					
7	<b>NAME</b>			\$32.00	\$55.00	
8	Date of Coverage	I Covered Period:	I Covered Teacher:	STANDARD RATE	PER DIEM RATE	Pay
9	Wednesday, September 13, 2023	2, 3	George Byrd	2		\$64.00
10	Wednesday, September 13, 2023	8	Andrew Coslit	1		\$32.00
11	Wednesday, September 13, 2023	9	Chris Miller	1		\$32.00
12	Monday, September 18, 2023	2,3,4,6	Pratima Patil		4	\$220.00
13	9/20					\$0.00
14						\$0.00
15						\$0.00
16						\$0.00
17						\$0.00
18						\$0.00
19				4	4	\$348.00
20				Def 3-002	11-140-100-101-03-0002	
22	<b>*Please Note: You are now able to use one time card for per diem and standard rate.</b>					
25	R23-Class Coverage Time Card-Academic Teachers					

Annotations in the image include:

- Red circles around the "NAME" cell (row 7) and the "\$55.00" cell (row 7, column 5).
- Red arrows pointing from the text "Enter your name" to the "NAME" cell.
- Red arrows pointing from the text "Enter your per diem rate" to the "\$55.00" cell.
- Red text at row 14: "Enter numeric month, a slash and numeric day and press 'enter' Example: 9/20".
- Red text at row 22: "\*Please Note: You are now able to use one time card for per diem and standard rate."