

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

[illegible]