

Time cards are only accessible on the district website on the [Staff Resources](#) page. All older versions of time cards will not be accepted. Please discard any that you may have saved.

*There will be no change to the way Payroll collects the hours for the following positions:
Part-time Classroom Aides, Part-time Security, Morning Duty Employees, Per Diem Substitutes.*

New time cards on the website are:

- *Class Coverage Time Card*- CTE, Academic, TOPS, ICS
- *Staff Time Card for Overtime Hours*
 - This is for contracted staff asked by a Supervisor to work beyond your contracted hours.
- *Standard Time Card* - will be used only by part-time Performing Arts staff (except those with multiple positions), ½ time contracted staff, substitute bus drivers, contracted staff with board approved part-time positions such as Pitch Counter, curriculum writing, Tap Dance Company Instructor, Repertory Dance Company Instructor, summer hours, chaperone, CST, Nurse's Office Coverage, etc.

Time cards for the following positions will not be on our website.

- Multi-position Part-time Employee
- Lunch Duty Substitute
- Culinary Arts
- Tutoring
- After Hours Suspension
- Home Instruction

NOTE: *If you hold one of these positions, you will receive an email from payroll with a customized time card in the next few days.*

Teachers who are asked to cover a class will use a class coverage time card. This year there are separate time cards based on your area of teaching:

- Class Coverage Time Card-Academic Teachers
- Class Coverage Time Card-CTE Teachers
- Class Coverage Time Card-ICS Teachers
- Class Coverage Time Card-TOPS Teachers

For example: *CTE teachers will use Class Coverage Time Card-CTE Teachers regardless of what class you are covering. Academic teachers will use Class Coverage Time Card-Academic Teacher regardless of what class you are covering, etc. Please review the example of how to complete a Class Coverage time card on the following page.*

Instructions on submitting a time card can be found on the website in the Staff portal. Contact payroll at ext. 7215 for your per-diem rate, if you are unsure about what time card you should use or if you have questions about how to complete the time card.

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

Example-Academic Teacher Class Coverage R11-23 - Excel (Product Activation Failed)

The screenshot shows an Excel spreadsheet titled "Example-Academic Teacher Class Coverage R11-23". The ribbon at the top includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, ACROBAT, and Tell me what you want to do... The spreadsheet has columns A through F.

| A | B | C | D | E | F | |
|----|--|-------------------|--------------------|---------------|---------------|----------|
| 1 | Rate Columns | | | | | |
| 2 | Enter the number of periods 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 | | | | | | |
| 6 | REMINDER: THERE WILL BE NO PAID HOURS FOR ABSORBING ADDITIONAL STUDENTS DURING YOUR STUDY HALL | | | | | |
| 7 | NAME | | | \$32.96 | \$55.00 | |
| 8 | | | | | | |
| 9 | Date of Coverage | I Covered Period: | I Covered Teacher: | STANDARD RATE | PER DIEM RATE | Pay |
| 10 | Friday, December 1, 2023 | 2,3 | George Byrd | 2 | | \$65.92 |
| 11 | Thursday, December 7, 2023 | 8 | Andrew Coslit | 1 | | \$32.96 |
| 12 | Monday, December 11, 2023 | 9 | Chris Miller | 1 | | \$32.96 |
| 13 | Thursday, December 21, 2023 | 2,3,4,6 | Pratima Patil | | 4 | \$220.00 |
| 14 | 9/20 | | | | | \$0.00 |
| 15 | | | | | | \$0.00 |
| 16 | | | | | | \$0.00 |
| 17 | | | | | | \$0.00 |
| 18 | | | | | | \$0.00 |
| 19 | | | | | | \$0.00 |
| 20 | | | | | | \$0.00 |
| 21 | | | | | | \$0.00 |
| 22 | | | | | | \$0.00 |
| 23 | | | | | | \$0.00 |
| 24 | | | | | | \$0.00 |
| 25 | | | | | | \$0.00 |
| 26 | | | | | | \$0.00 |
| 27 | | | | | | \$0.00 |
| 28 | | | | | | \$0.00 |
| 29 | | | | | | \$0.00 |

*Please Note: You are now able to use one time card for per diem and standard rate.