

INSTRUCTIONS FOR SUBMITTING A TIME CARD

DUE DATE: Time card(s) are due on the first day of the month for hours/periods/days worked the prior month. Timely submission of a monthly timecard is expected for budgetary reasons. **NOTE:** Any Time card received after the 1st of the month will be held for the following month's submission.

Time Card Location:

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. **Exceptions:** Culinary Arts Instructors and Bus Driver will be given special time card formats for your overtime hours (supplied to you from the payroll office) but will follow saving and emailing instructions as shown below for the Standard Time Card.

Completing A Standard Time Card:

- Download the time card to excel (NOT Google Sheet). Overwrite all highlighted informational cells with your full name; the month and year of service the time card represents and the approved dollar rate of pay (do not add any words in this cell, such as hrs. or per diem). **NOTE:** Rates are located in the teacher contract and/or board minutes.
- Complete each DATE OF SERVICE, ACTIVITY, TIME IN, TIME OUT AND # of HOURS/PERIODS. If you are being paid per day, insert the number 1 in the # OF HOURS/PERIODS cell.
- When the *Approved Rate* and # of *HOURS/PERIODS* cells are filled in correctly, the time card will automatically calculate each day's total pay in the Pay column.
 - **Saving Your Standard Time Card:**
- Click on file - save as, then name your file with your first initial, last name, month and year of time card activity. **File Name Example:** apatryn01-2022.xlsx (this file name would be for hours/days worked in January). The attachment must be saved as an Excel document. **Do not save/send as a Google Sheet!**
 - **Emailing Your Standard Time Card for Approval and Processing:**
- Email your time card(s) to Amy Patryn; (cc'ing your supervisor) no later than the 1st day of each month following the month of service. Accurate and timely submission by you will ensure your payment for the pay period. Incomplete cells or use of incorrect time cards will be returned to you, which may delay your payment until the next time card pay cycle.

Completing A Home Instruction Time Card

- Print the Home Instruction time card from the [Staff Resource](#) page. Complete all informational cells by hand and collect initials and signature from the parent/guardian. Total hours and dollars will be calculated by payroll.
 - **Saving Your Home Instruction Time Card:**
- Scan your completed time card. Click on file - save as, then name your file with your first initial, last name, month and year of time card activity. File Name Example: apatryn01-2022 (this file name would be for hours/days worked in January). **Do not save/send as a PDF Google Doc!**
 - **Emailing Your Home Instruction Time Card for Approval and Processing:**
- Email your saved time card to Amy Patryn; (cc'ing your supervisor) no later than the 1st day of each month following the month of service. Accurate and timely submission by you will ensure your timely payment. Incomplete cells will result in your time card being returned to you, which may delay your payment until the next time card pay cycle.

If you have any questions, please contact Michele Sartori at ext. 7215 or Amy Patryn at ext. 7248.