

Policy

A timecard is a legal document. Timecards **must** accurately reflect all hours worked. It is the responsibility of the employee to submit his/her timecard to his/her supervisor for approval. Completed timecards are due to the Payroll Office by the 1st of each month. Failure to submit to the Payroll Office by the deadline may result in delaying payment until the next available pay period.

Work performed from the 1st of the month to the last working day of the month is paid on the 15th of the following month. If the 15th of the month falls on a weekend, employees are paid the Friday before the 15th.

Procedures

- Employee Name, Employee ID#, Current Position, Site: your information for current position held
- Month: Month in which work was performed
- Day: Day of the week worked (M, T, W, Th. F, S, Su)
- Date: Calendar date
- Substitute or Extra Time
 - Substitute
 - Indicate for whom you subbed for; if vacant position, name of the person that last held the position
 - If substitute work is performed for multiple employees on same day, a separate entry must be made.
 - Extra Time
 - Indicate program or authorized reason for extra duty
 - All overtime must be approved in advance
- Time Worked – all hours must be written as decimal hours (see conversion chart below)
 - Time In: Time work began
 - Time: Time work ended
- Duty Free Lunch: indicate in decimal hours the time taken for duty free lunch as applicable (see chart below)
- Total Hours: indicate total hours/minutes worked minus duty free lunch (use conversion chart below).
- Program Funding: indicate program funding for type of work performed (GF, Title I, Sp. Ed, etc.)
- Overall Total: sum of all hours worked
- Additional Notes: as needed, include any additional notes that are helpful in calculating time and/or reason for time card submission
- Signature of the Employee, Signature of Supervisor are required

TIME CONVERSION

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.7
3	0.05	23	0.38	43	0.72
4	0.07	24	0.4	44	0.73
5	0.08	25	0.42	45	0.75
6	0.1	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.8
9	0.15	29	0.48	49	0.82
10	0.17	30	0.5	50	0.83
11	0.18	31	0.52	51	0.85
12	0.2	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.9
15	0.25	35	0.58	55	0.92
16	0.27	36	0.6	56	0.93
17	0.28	37	0.62	57	0.95
18	0.3	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1