

TIME CARD INFORMATION

Only the current school year time card format will be accepted. All older versions will be returned to you for correction.

The payroll office will email time cards to board approved employees whose jobs are listed below as Job Specific. All other time cards can be found on our [Staff Resources](#) page.

Job Specific Time Cards:

If you hold one of these positions, you will receive an email from the payroll office with a customized time card once you have been board approved. **Please Note:** time cards are not needed for Morning Duty Employees and Per Diem Substitutes.

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

Time cards available on the [website](#) are:

- **Class Coverage Time Card**- CTE, Academic, TOPS, ICR
- **Staff Time Card for Overtime Hours**-used by contracted staff asked by a Supervisor to work beyond their contracted hours.
- **Standard Time Card** - used by part-time Performing Arts staff (except those with multiple positions), substitute bus drivers (except those with multiple positions), contracted staff with board approved part time positions such as Pitch Counter, curriculum writing, Dance Programs Instructors, Theater Programs Instructor, summer hours, chaperone, CST, Nurse's Office Coverage, etc.

Class Coverage Time Card Information for teachers: Choose the time card based on your area of teaching.

- Class Coverage Time Card-Academic Teachers
- Class Coverage Time Card-CTE Teachers
- Class Coverage Time Card-ICR 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 found on page 2 of this document.

Instructions for Completing & Submitting Your Time Card can be found on page 3 of this document.

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

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

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Normal Page Break Preview Page Layout Custom Views Workbook Views

Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Split Hide Unhide Window

View Side by Side Synchronous Scrolling Reset Window Position

Switch Windows Macros

A14

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 **Enter your per diem rate**

6 **REMINDER: THERE WILL BE NO PAID HOURS FOR ABSORBING ADDITIONAL STUDENTS DURING YOUR STUDY HALL**

7	NAME			PER DIEM RATE	
8				\$32.96	\$55.00
9	Date of Coverage	I Covered Period:	I Covered Teacher:	STANDARD RATE	PER DIEM RATE
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

Enter your name

Enter numeric month, a slash and numeric day and press "enter"
Example: 9/20

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

Sheet1

INSTRUCTIONS FOR COMPLETING & SUBMITTING YOUR TIME CARD

Completing a Time Card:

1. Download the appropriate time card directly into Excel. Downloading and saving the time card any other way corrupts the protected formatting and is not usable for payroll processing.
2. Complete required cells, including your name.
3. Rates are located in the teacher contract and/or board minutes.
4. 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: SmithB09-2024.xlsx (the month in this file name represents hours/days worked in September 2024). Remember the time card must be saved as an excel document.

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

1. Email your time card(s) as an excel attachment 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.
2. Incomplete/incorrect time cards will be returned to you which may delay your payment until the next pay cycle.
3. 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.