

CHANDLER UNIFIED SCHOOL DISTRICT #80

Payroll Record Employee Agreement

Please sign below indicating your understanding and agreement with the stated guidelines.

1. Employees are accountable for reporting time worked and appropriate leave.
2. Employees must enter daily start and end times, directing to the appropriate position as applicable.
3. Employees should review time worked daily.
4. If the employee misses a punch or fails to report an absence, the employee should complete the "Employee Request for Paid Time" form and submit to his/her supervisor. Adjustments may not be paid until the following payroll.
5. Employee must submit their electronic timesheet on Wednesday at the end of their work day.
6. Employees should review leave balances. If no appropriate paid leave is available, the employee should report unpaid time in the event of an absence.
7. Employees may not work more than the scheduled hours per day without supervisor approval.
8. Employees should not login or logout for another employee.
9. Employees should not share their User ID and Password with another employee.

Print Name

Signature

Date