

Time Clock Expectations for Annualized Employees

To ensure everyone is paid accurately, all employees are responsible for recording their work hours each day using the district's time clock system.

What We Ask Of You

- Record your time daily. Employees should clock in and out for all worked hours.
- Review and approve weekly. Timesheets must be reviewed and approved each week.
- Report issues promptly. If there is an error, notify the time clock manager as soon as possible so it can be corrected. The ideal method of correction is to make a note on the timesheet.
- Confirm accuracy. When you approve your timesheet, you are confirming that the hours recorded are complete and accurate.

Flexing Time During the Work Week

- With prior supervisor approval, employees may flex their schedule within the same work week to account for short or adjusted hours.
- Time may not be made up outside of the work week.
- If the short hours are too significant to make up in the same week, a leave request should be entered to account for the short time.

How Pay Is Handled

- Hours over **contracted or annualized** time will be paid on the regular PR schedule for the prior month (see payout schedule below).
- Hours below **contracted or annualized** time will be adjusted (docked) on the regular PR schedule for the prior month (see payout schedule below).
- Missing, incorrect, or unapproved time may result in delayed or adjusted pay if corrections are not submitted on time.

Why This Matters

Accurate timekeeping helps ensure:

- Correct pay
- Compliance with wage and hour requirements
- Fair and consistent payroll practices for all employees

June (paid in July)	5/31-6/27	December (paid in January)	11/29-12/26
July (paid in August)	6/28-7/25	January (paid in February)	12/27-1/30
August (paid in September)	7/26-8/29	February (paid in March)	1/31-2/27
September (paid in October)	8/30-9/26	March (paid in April)	2/28-3/27
October (paid in November)	9/27-10/31	April (paid in May)	3/28-5/1
November (paid in December)	11/1-11/28	May (paid in June)	5/2-5/29