

**TIME CARDS FOR CLASSIFIED HOURLY AND  
SHORT-TERM/SUBSTITUTE EMPLOYEES**

Classified hourly and short-term/substitute employees are required to submit time cards.

1. Time for classified short-term and substitute employees shall be reported on the Classified Hourly Employee Time Card.
2. On the first day the employee works during the pay period, the supervisor will give the employee a card to complete as to name, payroll title, employee identification number, position number, hourly pay rate, and months covered in the pay period.
3. Enter the time in, time out and the hours worked in the appropriate box for the date(s) worked. Time is reported in units of hours and half hours only.
4. If an employee is to be paid at more than one rate, or if an employee worked at more than one job and a different position number is to be charged, a card shall be completed for each separate position.
5. It shall be the supervisor's responsibility to audit the time worked on a daily basis.
6. On the last working day of the pay period both the employee and the supervisor shall check the card to be sure that the time shown as worked is correct and sign as provided. The supervisor shall enter the position control number, hourly rate and total the hours worked.
7. The supervisor shall turn cards in to the site Payroll Clerk. If the last day of the pay period is a holiday, a Saturday or a Sunday, time cards shall be submitted the last working day of the pay period.
8. The site Payroll Clerk shall verify the total hours worked, the rate of pay, and that the assigned position number has been linked to the employee.
9. The original cards for classified substitutes shall be submitted to District Office Payroll as indicated on calendar schedules. Any cards not forwarded to meet this deadline should be retained with the site Payroll Clerk for submission with cards for the following pay period.
10. The pay period for classified short-term/substitutes will be from the 21st calendar day through the 20th calendar day of the following month, with warrants issued on the 10th of the month.