

TIME CARDS FOR CLASSIFIED OVERTIME AND EXTRA TIME

Employees who are overtime eligible or who work extra time shall report overtime or extra time on a time card. Time cards shall be completed as follows:

1. Overtime and extra time for regular classified employees shall be reported on the Classified Regular Employee Time Card, form 7128.
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, and months covered in the pay period.
3. The time worked shall be entered on a positive basis and indicated in units of hours and half hours only.
4. If an employee is to be paid at more than one rate, or if the work is to be charged to more than one general ledger number, or if an employee worked at more than one job or special event, a card shall be completed for each position number.
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.
7. The supervisor shall turn the time 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 on the last working day of the pay period.
8. The site Payroll Clerk shall verify the hours worked and if the position number indicated has been linked to the employee.
9. The original cards for classified overtime and extra time payments shall be submitted to the District Payroll Department as indicated on the calendar schedule. 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 overtime and extra time will be from the 21st calendar day through the 20th calendar day of the following month, with pay checks issued on the 10th of the month.