



Time Card Information

An original timecard must be turned in to your supervisor before your hours can be processed for payroll. Timecards are due to your supervisor before 9:00 a.m. on Monday to have your paycheck/direct deposit processed for the pay cycle. If your timecard is turned in late, it will be processed with the next pay cycle.

The timecard will reflect the actual hours worked for the week beginning on Sunday through Saturday. The timecard will accurately reflect the hours worked specifically for each department. **The timecard will not contain any extra markings.** The timecard will accurately be totaled in hours **across.** **No not mark total hours at the BOTTOM of the card, ONLY the total combined hours for the WEEK.** The timecard will be legible and clear and include your name and the date including the month/day/year. For OVERNIGHTS, please indicate the overnight by putting (OV) on the appropriate day. Human Resources will write the total number of overnights in the appropriate space and indicate the total amount earned for the ENTIRE pay period.

Employees are required to receive advance permission from their supervisor for any overtime hours in any position worked. Employee understands that non-compliance with these directives will be considered a violation and may result in disciplinary action.

All timecards will be calculated in 15 minute increments. [i.e. 00 (on the hour), .25 (15 minutes), .50 (on the half hour), .75 (45 minutes)]. If the times are incorrect they will be rounded to the nearest quarter. All timecards should have the weekending date clearly labeled on each timecard. Each timecard should have daily totals at the bottom of each card as well as a weekly total.

I have been informed of the above information regarding timecards and overtime, and agree to comply with these guidelines.

Printed Name

Signature

Date