EMPLOYEE NAME
(please print)

EMPLOYEE ID NUMBER

MONTH:

DATE WORKED	TIME IN-am	TIME OUT-pm	TIME IN-pm	TIME OUT-pm	TOTAL HOURS	POSITION WORKED / SUBBED FOR	Principal/Payroll Use ACCOUNT CODE	Payroll Use Only
TOTAL NUMBER OF HOURS								

EMPLOYEES: Time cards are **DUE** in the District Office on the 1st and 16th of every month. If the work is done during the pay period from the 1st to the 15th of the month, timecards are due on the 16th. If the work is done during the pay period from the 16th to the 31st of the month, timecards are due on the 1st of the following month.

SUBSTITUTES: Substitutes will turn in one time card per month. Time worked from the 1st through the 31st will need to be turned in by the 1st of the following month.

The District realizes that situations may occur that are out of the ordinary. Due to this fact, time cards must be turned in no later than **one month** after the work has been completed.

All timecards from June must be turned in by July 1st. If June time cards are turned in after July 1st, the employee must wait for payment until a fiscal final payroll is run later in the summer. This date will be determined by the District Office.

I hereby certify that the above is a true report of hours of my employment during the said month, and that no part of it has been paid.

	APPROVAL INITIAL/DATE
EMPLOYEE SIGNATURE	SUPERVISOR
DATE	DATE

PLEASE COMPLETE TIMECARD ENTIRELY OR IT WILL BE RETURNED TO YOU FOR COMPLETION.

Revised 7/2013