

TIME CARD INSTRUCTIONS

1. TIME CARDS **MUST BE RECEIVED BY 12:00 NOON** ON ALTERNATING THURSDAYS.
2. **TIME SUBMITTED ON A LATE TIME CARD WILL NOT BE PAID UNTIL THE FOLLOWING PAY PERIOD.** (A two week delay in your paycheck)
3. Complete **HOURS WORKED IN PENCIL** and sign your **NAME IN INK** on the Employee Signature (Required) line.
4. Record your hours worked in the “**HOURS WORKED**” column on the appropriate day. There is a field for ‘hours’, ‘tenths’ and ‘shift’. Do not put anything for days not worked.
5. **DO NOT** write anything in the “**TIME OFF WITH PAY**” column.
6. Any fraction of an hour should be listed in tenths. Use the **TENTHS CONVERSION CHART** to record partial hours in the “TENTHS” column on the time card.
7. Shift will always be a “**1**”
8. Turn your time card in to Cathy Perkins, Room 1015-C. Mrs. Perkins will confirm the hours submitted with the professor or departmental administrator for whom you have worked.
9. A time card turned in on Thursday should have an estimate of any time that may be worked on the Friday, Saturday or Sunday immediately following the submission of the time card. Should the amount of estimated hours/minutes change, please notify the Administrative Services Office, Room 1015-C immediately on the following Monday.