TO: All Support Personnel, Administrators, Managers, and Supervisors  
FROM: Payroll Department  
DATE: November 19, 2021  
RE: Timecard Submission  
ATTACHED: Sample Timecard

This memorandum is provided for all Support personnel who complete time cards and the Administrators/Managers/Supervisors who approve them. The following instructions on completing time cards were provided according to our auditors. If you have not been completing time cards in this manner, please start doing so moving forward.

1. **Regular Work Day** – record your start time, lunch time (if applicable), end time, and daily total number of hours.

2. **Paid Leave** – Paid leave includes personal, sick, and vacation (for 12-month employees) days. Ensure all leave is entered in AESOP and matches what is written on your time card. On the day you are using leave, write which type of leave and your regular work hours in the daily total column.

3. **Snow Days** – All support employees should follow the procedures as described in the CAESPA contract in Section 10.7, Snow Days. When schools/offices are closed due to inclement weather, a 12-month employee’s pay is not reduced, therefore, the regular hours should be reported and included in the daily total column. All non-12-month employees do not receive pay for snow days and should NOT report work hours for these days. These days/hours will be made up as inclement weather or emergency days are changed to school days according to the current school year calendar.

4. **Delays/Early Dismissals** – When there is a delay or early dismissal, **full-time employees** (employees scheduled to work 6 hours or more per day) and **part-time employees** (employees scheduled to work less than 6 hours per day) should write their normal start time, end time, and daily number of hours.
5. **Holidays** – Holidays may be paid or unpaid; please refer to your employment contract or agreement for more information. If a holiday is unpaid, then “Holiday” should be written on the day of the week the holiday occurs and zero (-0-) hours should be written in the daily total column for these days throughout the year. If a holiday is paid, then “Holiday” should be written on the day of the week the holiday occurs and your scheduled daily hours should be written in the daily total column for these days throughout the year.

6. **Submitting Time Cards**
   - Do not forget to sign and date your time card before submitting to your supervisor for approval. Your supervisor will initial and date, and then forward to the Payroll department.
   - Time cards should be submitted to your supervisor for approval at the end of the work day on the last work day for that week. If you are using leave on the last work day for that week, time cards should be submitted the next work day of the following week.
   - Do not predict time worked for the week.
   - Supervisors should not accept time cards before work is completed.
   - Do not complete and/or sign a time card for another employee.
   - Time cards completed in pencil will not be accepted.
   - Ensure your start time, end time, and daily total hours are mathematically correct.

All substitute personnel should be completing time cards for each building they have been assigned. On the “Title” line, write “Substitute”. The lunch time (if applicable) should be reported but is not included in the daily total number of hours unless directed otherwise. Time cards should be given to the building secretary or principal at the end of each work day.

If you have any questions or concerns, please do not hesitate to contact one of the Payroll department staff below to assist you.

Eric Day, Payroll Supervisor                      717-261-5633  eric.day@casdonline.org
Sandy Delaney, Payroll Clerk                    717-261-3310  sandy.delaney@casdonline.org
Debbie Orris, Assistant Payroll Clerk/Aesop    717-709-4016  debora.orris@casdonline.org

Thank you for your cooperation!
## TIME CARD

<table>
<thead>
<tr>
<th>Day</th>
<th>Work Location / School</th>
<th>Week of</th>
<th>Month Day</th>
<th>Year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Print Your Name</th>
<th>Title</th>
<th>Job Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>START</th>
<th>LUNCH</th>
<th>STOP</th>
<th>DAILY TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7:30 AM-PM</td>
<td>.50 hour</td>
<td>3:30 AM-PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>paid leave</td>
<td>Sick Personal</td>
<td>AM-PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Holiday</td>
<td>HOLIDAY</td>
<td>AM-PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>snow</td>
<td>SNOW</td>
<td>AM-PM</td>
</tr>
<tr>
<td>Friday</td>
<td>delay/dismiss</td>
<td>7:30 AM-PM</td>
<td>.50 hour</td>
</tr>
<tr>
<td>Saturday</td>
<td>AM-PM</td>
<td>AM-PM</td>
<td>PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>AM-PM</td>
<td>AM-PM</td>
<td>PM</td>
</tr>
</tbody>
</table>

Regular Hours 22.50
Overtime Hours
TOTAL HOURS 22.50

Signature
Total hours shown are correct. Falsification of this record is grounds for dismissal

### Notes for time card completion:

- Do not predict your work hours or sign your time card before the work day is completed.
- If your lunch is compensated because you eat with a student, do not deduct a lunch from your daily hours.
- It is imperative your paid leave is entered in AESOP and referenced on your time card daily. When using paid leave, please add your scheduled daily hours. Sick, Personal, Vacation, Jury Duty, Flex, and Bereavement Days are paid leave and should be reflected in your weekly total hours.
- Scheduled non-paid holidays such as Labor Day, Thanksgiving, Winter Break, Easter Break, Memorial Day are not paid therefore the daily hours are 0.
- Snow days are paid if you are a full time 248 day employee. If you work 186 days, 194 days, 208 days, or are paid hourly, your snow day is unpaid because it will be a scheduled make-up day. The snow make-up day will have your scheduled work hours.
- During a delay or early dismissal, write your normal scheduled start and end time. Your daily work hours should not be reduced. Substitutes on delays/dismissal days are paid actual time worked and not their scheduled shift. Substitute hours are reduced.
- Overtime Hours are only paid when working over 40 hours a week.