

## Timecard Instructions

Please fill out timecards completely and accurately.

Please use the updated version of the timecard on the SCOE website.

List your name, position, NOE hours, and regular work hours.

NOE hours are “Notice of Employment” hours, which are your contracted, regular work hours that you are paid for. For example, if a paraeducator works 6 hours a day, you would fill in 6 for NOE hours. For work hours, please write in your regular start and end times. This does not include the extra hours you worked.

Next, please check the appropriate box; if you have short term hours, no teacher sub hours, interpreter, etc. Please use a separate timecard for each reason.

The timecard is to reflect the hours you are requesting to be paid for. For example, if your regular work hours are 8:00-2:30 and you work 15 minutes longer, you would enter 2:30 to 2:45 on the timecard, for .25 extra hours.

“No teacher sub” timecards can only be paid for regular NOE hours per CSEA contact. For example, if there was a “no teacher sub” from 7:45-3:00 and your regular work hours are 8:00-2:30, but you worked 8:00-3:00, you will only be paid for 6 “no teacher sub” hours. The extra hours of 2:30-3:00 would be included on a separate timecard as “extra hours”.

Minutes are reflected in a time conversion, from minutes to decimal hours. 15 minutes is .25 hours, not .15 hours. If you do not know the time conversion, please leave it blank or write 15 min, etc.

Again, the timecard is to only reflect the hours you are requesting to be paid for above your regular work hours.

Please sign and date all timecards and turn them in to your administrator for signature by the last working day of the month. Site secretaries will forward to HR once signed.

Thank you for your help in making the timecard process more efficient!