

# HOW TO COMPLETE A TIMECARD

1. **Name.** Your legal first and last name. No nicknames or derivatives please.
2. **DEN.** District Employee Number. Every employee of the district has an employee number. This was assigned to you upon hiring in and is supplied to you in your new hire packet. It can usually be found on your school issued ID Badge. If you are unable to locate this number, please see your building secretary.
3. **Bldg.** This is where you performed the extra time.
4. **Position** Brief description of your job title and what the time is for.

Here are some examples;

- Teacher-Missed Prep/Specials
- Teacher-Sub (and also state who you subbed for)
- Para-extra duty (and also state somewhere on the timecard for what purpose; 'late bus', etc.)
- Secretary-OT (and also state somewhere on the timecard for what purpose.)
- Secretary-extra duty (and also state somewhere on the timecard for what purpose.)

5. **Date** The date the extra hours were performed.
6. **Time** From-To The actual time beyond your normal work schedule you performed this duty.
7. **Hours** The amount of time spent doing this duty. Should be stated in decimal format. To convert the minutes divide the number of minutes worked by 60 minutes in an hour. e.g., 30 minutes divided by 60 = .50
8. **Total Hours** Add all the hours worked for a cumulative total for all hours stated.
9. **Rate** Your hourly rate or contracted rate for the stated service. If it is considered overtime, multiply your hourly rate by 1.5 to arrive at the overtime rate. If more than one rate use separate timecard for each rate.
10. **Total Pay** Multiply Total Hours by the Rate for the Total Pay for this timecard.
11. **Account #** The account # associated with your position and for the duty performed. Please check with your building secretary if you are unsure.
12. **Employee Signature** Please sign certifying the hours stated are true and correct.
13. **Approval** Please have Administrator responsible for approving your hours sign the timecard. May require secondary approver.
14. **Reverse Side of Timecard** (Not Shown) Please write your last and first names on respective lines.

Please Print				
Name		1		
DEN-		2		
Bldg	3	Position	4	
Day	Date	Time		Hours
		From	To	
Th	5 / /	6		7
F	/ /			
M	/ /			
Tu	/ /			
W	/ /			
Th	/ /			
F	/ /			
M	/ /			
Tu	/ /			
W	/ /			
			Total Hours	8
Approval				
			Rate	9
			Total Pay	10
11				
Acct #				
12				
Employee's Signature				