

CCIU Semi-Monthly Timecard Instructions

1. Support, Professional and Contracted Substitute Employees must use the **Electronic (Excel) Semi-Monthly timecard** dated 1 through 15 for the first half of each month and the **Electronic (Excel) Semi-Monthly timecard** dated 16 through 31 for the second half of each month.
2. Type all information.
3. The check dates will be the 15th and the last day of each month or last business day before if date falls on a holiday or weekend (see schedule).
4. **Employee Group** = Highlight your Employee Contract Type (one type **MUST** be highlighted)
5. **Name** = Type First Name, Middle Initial and Last Name
6. **Pay Month** = Highlight in yellow the current month for which work time is being reported.
7. **Work Location** = Place where the majority of your hours were worked (e.g. ESC, CDC, Penn London Elementary School)
8. **Position or Assignment** = Job title per your election sheet (e.g. Cafeteria Worker, Instructional Assistant, Tutor, Sub Lead Cook)
9. **File Number** = this is a 6 digit number you will receive during your new hire signup and **MUST** be included on each timecard.
10. **Student Name** = Indicate name of student receiving one-on-one care or homebound instruction, if applicable.
11. **Day**: S = Sunday, M = Monday, T = Tuesday, W = Wednesday, TH = Thursday, F = Friday, SA = Saturday
12. **Year** = Complete the current year.
13. **Date** = The pay period will be the 1st through 15th or 16th through last day of month (always - no exceptions) and the dates are preprinted on the timecard. Use the correct line for each daily entry.
14. Record your **In** and **Out Times** each day - Do not record out and in times for supervisor authorized On-Call Paid lunches. The times must be rounded to the nearest quarter hour (example, if 7:07 am use 7:00 am.....if 7:08 am use 7:15 am).
15. **Hours Worked** = Actual number of hours worked rounded to the nearest 15 minutes (Report Fractions of Hours as .25, for 15 minutes, .50 for 30 minutes, or .75 for 45 minutes)
Note: Elections for positions with Daily Rates should be reported in Days or Fractions of Day, and enter comment of Full Day or Half Day.
16. **Regular Scheduled Hours** = Indicate the number of hours you were elected to work each day. If your actual hours worked were more or less than your regular scheduled hours, explain the difference in the COMMENTS section.
17. Payroll will breakout Hrs Worked into **Paid Regular and Paid Overtime Hours** (Support Staff receives time & 1/2 for *hrs worked* over 8 per day, Sat, Sun & Holidays)
18. **Totals** = Add **Actual Hours Worked** and **Regular Scheduled Hours** columns.
19. **Type your name and date submitted on the Employee Signature Line.**
20. **Hours must be emailed/submitted to Payroll by the deadline shown on the schedule.**
21. **In order to meet this deadline, Email your fully completed Electronic (Excel) timecard as an attachment, to the Payroll@cciu.org email and to your Supervisor's email for approval in the same email.**
22. Please make sure you clearly understand the specific hours you are contracted to work (e.g., 7:30am – 3:00pm) and if you have a duty free unpaid lunch or a non-duty free paid lunch. Do not record out and in times for paid lunches.
23. COMMENTS = Indicate reason for any paid or unpaid time off and any other special circumstances including teacher stipends, job cost, etc.
24. **All absences must be reported to Frontline/AESOP.**
Phone: TOLL FREE 1-877-983-2244 **Website:** <http://www.frontlinek12.com/aesop>

Questions can be directed to your supervisor, HR Generalist, or Sue Kerr (484-237-5117) in the payroll department