

CCIU Semi-Monthly Timecard Instructions

1. Support, Professional and Contracted Substitute Employees must use the BLUE timecard dated 1 through 15 for the first half of each month and the TAN timecard dated 16 through 31 for the second half of each month.
2. Print neatly in blue or black ink.
3. The check dates will be the 1st and 16th of each month or last business day before if date falls on a holiday or weekend (see schedule on reverse).
4. **Employee Group** = Circle your Employee Contract Type (one type **MUST** be circled)
5. **Name** = Print First Name, Middle Initial and Last Name
6. **Pay Month** = Circle 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** included on each timecard.
10. **Student Name** = Indicate name of student receiving one-on-one care or homebound instruction.
11. **Day**: S = Sunday M = Monday T = Tuesday W = Wednesday H = Thursday F = Friday SA = Saturday
12. **Year** = Complete the last digit of the year number for 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.
15. **Hours Worked** = Actual number of hours worked rounded to the nearest 15 minutes (Report Fractions of Hours as .25, .50 or .75)
Note: Elections for positions with Daily Rates should be reported in Days or Fractions of Days.
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. **Hours must be submitted to Payroll by the deadline shown on the schedule on the reverse side.**
20. In order to meet this deadline, with supervisor approval, employees may email their total hours worked per pay period to Payroll@cciu.org. Hours do not need to be emailed to Payroll if the original signed timecard will be received in Payroll by the deadline.
21. Sign and submit your original timecard to your supervisor for signature. **No original, unsigned timecards will be accepted by Payroll.**
22. The original, signed timecards will be matched to the emailed hours. Any discrepancies will be adjusted during the next payroll.
23. 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.
24. COMMENTS = Indicate reason for any paid or unpaid time off and any other special circumstances including teacher stipends, job cost, etc.
25. **All absences must be reported to AESOP.**
Phone: TOLL FREE 1-877-983-2244 **Website:** <https://www.frontlinek12.com/aesop>

**Questions can be directed to your supervisor,
Sue Kerr (484-237-5117) or Sharon Krawczun (484-237-5084) in the payroll department or
Maureen Linahan, Assistant HR Director (484-237-5086).**