

## CCIU Weekly Timecard Instructions

1. CCIU Project Staff, Temporary Workers and Student Workers must use the PINK weekly timecard to report work hours.
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. **Work Week Ending Date** = Saturday is the last official day of the work week, however, Friday's date or the date of your last scheduled workday for the week are also acceptable entries in this field.
5. **Employee Name** = Print First Name, Middle Initial and Last Name
6. **Work Location** = Place where the majority of your hours were worked (e.g. ESC, CDC, Penn London Elementary School)
7. **Position or Assignment** = Job title per your election sheet (e.g. Technology Trainer, Banquet Worker, Summer Worker)
8. **File Number** = this is a 6 digit number you will receive during your new hire signup and **MUST** included on each timecard.
9. **Employee Group** = Circle your Employee Type (one type **MUST** be circled)
10. **Year** = Complete the last digit of the year number for the current year.
11. **Date** = Record the month number, slash, day number for each day of the week (e.g. 7/12, 10/15)
12. Record your **In** and **Out Times** each day. Time Out and Time In spaces are also available for unpaid breaks such as lunch time. Do not record out and in times for supervisor authorized On-Call Paid lunches.
13. **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.
14. **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.
15. Payroll will breakout Hrs Worked into **Paid Regular and Paid Overtime Hours** (Overtime is paid for actual hours worked over 40 from Sunday through Saturday)
16. **Totals** = Add **Actual Hours Worked** and **Regular Scheduled Hours** columns.
17. **Hours must be submitted to Payroll by the deadline shown on the schedule on the reverse side.**
18. 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.
19. Sign and submit your original timecard to your supervisor for signature. **No original, unsigned timecards will be accepted by Payroll.**
20. The original, signed timecards will be matched to the emailed hours. Any discrepancies will be adjusted during the next payroll.
21. Please make sure you clearly understand the specific hours you are scheduled 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.
22. COMMENTS = Indicate reason for any paid or unpaid time off and any other special circumstances including teacher stipends, job cost, etc.
23. **All absences must be reported to SAMS.**  
**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).**