CCIU Weekly Timecard Instructions

1. CCIU Project Staff, Temporary Workers and Student Workers must use the **Electronic (Excel) weekly timecard** to report work hours.
2. Type all information.
3. The check dates will be the 15th and last day of each month or last business day before if date falls on a holiday or weekend (see schedule).
4. **Work Week Ending Date** = Saturday is the last official day of the work week.
5. **Employee Name** = Type 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 be** included on each timecard.
9. **Employee Group** = Highlight your Employee Type (one type **MUST** be highlighted)
10. **Year** = Complete the current year.
11. **Date** = Record the month number, slash, day number for each day of the week, slash, year (e.g. 7/12/21, 10/15/21)
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. Time 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).
13. **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)
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 hrs from Sunday through Saturday)
16. **Totals** = Add **Actual Hours Worked** and **Regular Scheduled Hours** columns.
17. **Type your name and date completed on the Employee signature line.**
18. **Hours must be emailed/submitted to Payroll by the deadline shown on the schedule.**
19. **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.**
20. Please make sure you clearly understand the specific hours you are scheduled to work (e.g., 7:30am – 3:00pm)
21. COMMENTS = Indicate reason for any paid or unpaid time off and any other special circumstances including teacher stipends, job cost, etc.
22. **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,
Sue Kerr (484-237-5117) or Sharon Krawczun (484-237-5084) in the payroll department or
Maureen Linahan, HR Director (484-237-5086).