

EXAMPLE:

**Archdiocese of Seattle
CCAS / OYYAM**

TIME CARD

1. Emp Name (last, first & m.i.):	Hill, Brandon J.
2. Supervisor Name:	Montes, Gil
3. Employee Position:	Admin Assistant
4. Employee Hourly Rate:	\$15.65
5. Weekly benefit hours:	40
6. Cost Center:	83211

FOR PAYROLL USE ONLY		
Processed for	ERN CODE	HRS
Pay period end date: 04/30/07	RH	24
	XT x 1.0	6
	VAC	8
	SICK	8

Work Week (with Date)	Regular Hours	Extra Hours	Holiday	Vacation	Sick	Other	Total
Sunday 4/15/07		2.00					2.00
Monday 4/16/07	8.00						8.00
Tuesday 4/17/07	8.00	4.00					12.00
Wednesday 4/18/07					8.00		8.00
Thursday 4/19/07				8.00			8.00
Friday 4/20/07	8.00						8.00
Saturday 4/21/07							0.00
Total hours	24.00	6.00		8.00	8.00		46.00

Example shown

Regular non-exempt employee turns in timecard for hours worked over regular benefit hours.

General Instructions

- * This form is used by regular non-exempt employees who worked over their regular scheduled hours and all other employees who are paid hourly.
- * Temporary employee turns in timecard for all hours worked.
- * Hourly employees who are eligible for benefits should indicate any holiday, vacation, sick and other benefits hours that will need to be paid.
- * Complete top portion of timecard with necessary Employee payroll information. Especially for hourly employees, **supervisor must fill in #3 thru 6.**
- * Fill in the dates of the work weeks. The dates in the work week must be in chronological order.
- * Enter hours worked in REGULAR HOURS column, as appropriate.
- * Employee and Supervisor must sign and date the timecard before submitting to Payroll.
- * Timecards with missing information will be **returned to the supervisor** for completion.

Terms used

WORK WEEK: Sunday through Saturday

REGULAR HOURS:

Normally scheduled hours for regular non-exempt employees. Hours worked 40 or less during the work week for temporary employees.

EXTRA HOURS:

Hours worked over regular scheduled hours for regular non-exempt employees. Hours worked over 40 during the work week for temporary employees.

- * Actual hours worked over and above regular scheduled hours but less than 40 hours during the work week are paid at 1.0 X hourly rate.
- * Actual hours worked over 40 hours during the work week are paid at 1.5 X hourly rate.

HOLIDAY, VAC, SICK and OTHER:

Indicate any hours during the work week where such was taken. Leave taken or holiday hours are necessary in calculating overtime pay.

TIME CARD DUE DATES:

Refer to your current copy of the Payroll calendar to make sure that your completed time card is submitted to Payroll on or before the due date.