

TIME CARD EXPLANTION SHEET

- Name: first and last name
- District & Bldg: district and bldg goes here
- Month: list month
- Date: complete date of month
- In/ Out: time in and time out must reflect actual work time / Keystone will administer the 7 minute rule for time
- Time Worked: total time for day / 7 minutes or less rounded down, 8 minutes and above rounded to next $\frac{1}{4}$.
- Reg. Hours: regular hours worked in this box. Transportation / IDH hours do not go here.
- Add'l hrs for Transportation and / or IDH: only for transportation and / or IDH hours. List the actual hours worked. Please do not include them in the "regular hours" column.
- Column Totals: add total of each column time worked for that week
- Weekly Total: add total of time for that week
- Grand Total Each Column: add Grand Total of each column – down and across
- Employee Signature: signed name required
- Supervisor Signature: signed supervisor name required

Any unscheduled changes in schedule must be documented on the back of time card to be approved.

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- Holidays: November – 2 days
December – 3 days
March – 2 days
put "Holiday" on paid holidays
Paid at absence formula – see page 14
- Sick, Personal Leave: put "sick leave" or "personal leave" on day that applies
Paid at absence formula – see page 14

Completed time sheets are due in the first (1st) media mail run after the last day the month and no later than the 5th, which should either be Tuesday or a Thursday. Please make sure they are completed, added, & signed by both employee and supervisor.