

Seward County Community College ♦ Area Technical School

Timecard ~ Time Clock Procedures

- Timecards will be sent out from the Human Resources Clerk twice a month ~ one card by the 10th and another card by the last day of each month. The timeframe is printed on each timecard.
 - Timecards sent by the 10th run from the:
 - 11th through the last day of the month and are due to the Human Resources Clerk on the 1st of the following month. *For example, a timecard dated 1/11/YY – 1/31/YY is due on February 1st.*
 - or
 - 16th through the last day of the month and are due to the Human Resources Clerk on the 1st of the following month. *For example, a timecard dated 1/16/YY – 1/31/YY is due on February 1st.*
 - Timecards sent by the last day of the month run from the:
 - 1st of the following month through the 10th and are due to the Human Resources Clerk on the 11th of the month. *For example, a timecard dated 2/1/YY – 2/10/YY is due on February 11th.*
 - or
 - 1st of the following month through the 15th and are due to the Human Resources Clerk on the 16th of the month. *For example, a timecard dated 2/1/YY – 2/15/YY is due on February 16th.*
- **Please Note:** if the day your time card is due falls on:
 - a weekend, your time card will be due on Monday.
 - a day campus is closed, your time card will be due the first business day campus is open.
- The work week runs Sunday (at 12 AM) through Saturday (at midnight).
- Each timecard has four columns. And, above the columns a timeframe is given so you know which week to clock in and out on. *For example, a time card may have 1/1/YY above the FIRST WEEK column, 1/2/YY-1/8/YY above the SECOND WEEK column and 1/9/YY-1/10/YY above the THIRD WEEK column. When you come to work on Monday, 1/3/YY, you should begin clocking in at the top of the SECOND WEEK column. And, all clock ins and outs for the week of 1/3/YY-1/8/YY should be in the SECOND WEEK column.*
- Each written-in and/or crossed-out time **must** be initialed by the employee and supervisor. All written-in times must be done in continental time. For your convenience, the Time Conversion Chart (to convert time into time clock increments) can be found on our website (www.sccc.edu/go/hrforms). *Written-in times should be kept to a minimum and not done with a pencil.*
- **If** you take a meal break, you **must** clock out for a **MINIMUM** of .50 hour (30 minutes) **and absolutely no less**; not .48 hrs or .49 hrs, but AT LEAST .50 hrs (this is to comply with federal regulation). You cannot eat a meal at your desk if you are clocked out. If approved by your supervisor, you do not have to take a meal break.
- Vacation, Sick, Comp, Personal and Leave without Pay (LWOP) must be designated on the timecard with the date it occurred and the number of hours used. Examples are “1/11, 8 hrs VAC” or “Jan 11, 8 hrs SIC”. It doesn’t have to be written exactly that way but it should be clear what date, amount of time and the type of leave taken (and, of course, a leave request should be turned in for the time off as well).

- Employees will be paid for the total hours on their timecards. **Please be aware:** if notation stating **OVER →** Vacation, Sick, Comp or Personal leave taken has not been made on the timecard and a leave request has not been received by the Human Resources Clerk, it will be assumed the employee has taken leave without pay (LWOP) and the time off **will not** be paid.
- Your timecard must be figured for each day. Do not write the hours for each clock in and out, but rather the daily total only.
- Each timecard must be signed and dated by both the employee and their supervisor prior to being turned into the Human Resources Clerk (unless arrangements have been made with the Human Resources Clerk).
- Weekly totals up to and including twenty-five hundredths (.25) over 40 hours (including Vacation, Sick, Personal, Comp & Holiday) a week will be paid as extra regular time or overtime, whichever it may qualify to be. If your weekly total is more than 40.25 hours, comp time will automatically be calculated for any time over 40 hours unless an Overtime Authorization Form is completed (with all signatures) and turned in with the timecard. **The Overtime Authorization form can be found on our website (www.sccc.edu/go/hrforms).**

Location of Time Clocks

Hobble Academic Building	in the hall between rooms A138 & A140 next to the Pepsi machine by the Business Office
Activities Building	behind door just south of cafeteria entrance in the hall across from the Athletics Office
Colvin Adult Learning Center	behind the front desk
Cosmetology Building	In the break room
Epworth Allied Health Building	behind counter on 1 st floor (upstairs)
Maintenance Building	outside of office
Student Living Center	in the office
Shank Humanities Building	in between west restrooms
Tech Building	in the medical hall next to T126 outside the diesel shop office

Employee's Signature

Date

Print Name