

Timecard Tips for Subs

Please remember that the timecard is a legal document and that it is important that it be filled out correctly.

- 1) Use pen – would you fill out your income tax return with erasable pencil?
- 2) Make sure someone in the classroom signs off each day you work. Don't wait until the end of the week – it's too easy to forget hours and assignments.
- 3) Verify your job – the employee you are subbing for, the location, hours, etc – through SubFinder. Make sure what you enter is correct.
- 4) Submit your timecard by the date listed on the back to ensure prompt payment – faxes and scanned copies are not accepted for payment.

Types of timecards:

- **Brown/beige:** SLOCOE certificated (teacher) used for substitute teachers and preschool teachers
- **Blue:** SLOCOE classified used for instructional assistants, preschool associate teachers, custodians, clerical subs, etc.
- **Gray:** Grizzly certificated (teacher)
- **Green:** Grizzly classified (all other positions)

These cards should be available in all of our work locations/classrooms. However, it's not a bad idea to keep an extra one handy in case you arrive at a job and they don't have any.

Who can sign these cards? Any classroom staff are authorized to sign these cards.

Certificated timecards run for the calendar month and must be in the payroll office on the first working day of the month to make the payroll deadline.

Classified timecards must be in the payroll office by the 25th of the month in order to make the payroll deadline.



When completing a **classified** time card, you should only progress DOWN the card. When you reach the bottom, do not continue working on this card – GET A NEW CARD.

If the first day you work is the 17th of the month and you don't work again until the 21st, these should be on two different cards.

Put the 21st of the month on a new card and continue working through the end of the month and the beginning of the following month.

One more kind of timecard:

- **Green:** Limited term – these are used when you have been appointed to fulfill a long-term vacant position. These are provided by Human Resources and are not kept in classrooms. They are due on the last working day of the month. **They must be signed by a supervisor – not the classroom teacher. A**

supervisor is a manager. This could be a department manager, psychologist, principal, etc. Once they have been signed you can submit them directly to payroll.

Subs are generally paid on the 10th of the month following timecard submittal. Delays in payment will occur if the timecard is not submitted by the deadline. Delays may also occur if the timecard is unreadable, unsigned or incomplete in any way.