

Electronic Time Cards and Pay

All hourly and salaried staff members are required to complete time cards monthly. The Human Resources Department or the Payroll Manager provides electronic time card instructions.

Salaried, non-exempt employees must record hours worked and paid time off (PTO), including vacation, personal, and holiday. Overtime hours and any variation in the normal work schedule must also be indicated on the time card. In the event of a termination and at the fiscal year-end, payroll staff will assume that all available time has been used in cases of non-submission of time cards.

Salaried, exempt staff must record paid time off (PTO), including vacation, sick, holiday, and emergency time.

Hourly employees are paid for the hours recorded on their time cards. Overtime hours and any variation in the normal work schedule must also be indicated on the time card. All overtime must be pre-approved by the Department Manager prior to working overtime.

Paychecks and direct deposits are available on the 25th of each month.