

Anderson Union High School District MONTHLY TIME CARD

Name: _____ Month/Year: _____

Site: _____ Position: _____ Regular hours/day (Classified): _____

Purpose of this time card:

- Regular Certificated Employee
 Regular Classified Employee
 Management Employee
 Certificated Supplemental or Sub*
 Classified Supplemental or Sub*
 Event
 Certificated Extra Duty

Date	DESCRIPTION (Exception Code / Event Code / Reason for Absence / Period Sub)	Hours OR Periods OR Units	Substitute Information			Initial
			Pay	ASTO	Who subbed for you? OR Who did you sub for?	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
*NOTE: For Supplemental employees, the due date for submitting time cards is prior to the end of the month. Dates shown below will reflect hours served in the <u>previous</u> month. (Example: If this is the March time card, hours below will be from February.)						
26						
27						
28						
29						
30						
31						

Signature: _____ Date: _____ *District office use only:*
 Supervisor
 Signature: _____ Date: _____

TIME CARD INSTRUCTIONS

GENERAL INFORMATION

Employees may complete more than one time card each month, according to the **Purpose of this time card** section. For example, a teacher may have 1-time card to report time off/period subbing and one for extra duty claiming.

Please note that because regular paychecks are prepared prior to the submission of time cards, extra duty will not be reflected until the next paycheck. (For example, if this is a February time card, extra hours will not be paid until the end of March.)

REGULAR CERTIFICATED EMPLOYEES

For time off, the principal's secretary will write the reason for the absence in the **Description** column and the number of periods absent in the **Hours/Periods/Units** column. Please sign and submit to the principal's secretary after the first event. The secretary will make additions throughout the month, if needed, which you will be responsible for verifying by initialing in the **Initial** column.

For period subbing, the principal's secretary will write "period subbing" in the **Description** column. She will also fill in the number of periods you subbed in the **Hours/Periods/Units** column and who you were subbing for. You will sign and submit the time card to the principal's secretary after the first event. The secretary will make additions throughout the month, if needed, which you will be responsible for verifying by initialing in the **Initial** column.

SUPPLEMENTAL CERTIFICATED EMPLOYEES OR SUBS

Note: For supplemental employees, the due date for submitting time cards is prior to the end of the month, so the end of previous month is recorded at the bottom of the time card. For example, when the March time card is submitted, the information on lines 26-31 will be from February.

The principal's secretary will write "sub" in the **Description** column. She will also fill in the number of periods you subbed in the **Hours/Periods/Units** column and who you were subbing for. You will sign and submit the time card to the principal's secretary after the first event. The secretary will make additions throughout the month, if needed, which you will be responsible for verifying by initialing in the **Initial** column.

If this is your first time subbing at AUHSD, please complete the following:

Address: _____

City, State, Zip: _____

Phone: _____

Are you a retired teacher? Yes No

State retirement (STRS) Yes No

Your employment status: You are employed and classified for employment purposes by the AUHSD as a day-by-day substitute teacher. Your signature on this time card confirms that you understand this statement. A copy of this information may be obtained upon request.

CERTIFICATED EXTRA DUTY

Write the specific duty on the date performed in the **Description** column. Enter number of units in the **Hours/Periods/Units** column (Dances = 2 duties, advisor = 4, etc.). Choose either pay or ASTO. (Not all duties are eligible for ASTO time.) You will sign and submit the time card to the principal's secretary after the first event. The secretary will make additions throughout the month, if needed, which you will be responsible for verifying by initialing in the **Initial** column.

REGULAR CLASSIFIED EMPLOYEES

Regular Classified employees only report exceptions to their regular work day. Enter the appropriate exception code from the list below in the **Description** column on the correct date, then the number of hours absent or extra hours in the **Hours/Periods/Units** column.

S = Sick Leave	O = Overtime
V = Vacation	WC = Workers Comp
PN = Personal Necessity	B = Bereavement
PD = Personal Day	J = Jury Duty
E = Extra Hours	X = School Business
A = Unpaid absence	

SUPPLEMENTAL CLASSIFIED EMPLOYEES OR SUBS

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Fill in the description area and the number of hours worked on the appropriate date. Submit to the principal's secretary prior to the supplementary payroll deadline.

MANAGEMENT EMPLOYEES

Management employees only report exceptions to their regular work day. In the **Description** column, enter "vacation", "sick leave", "bereavement", "jury duty" or "non-work day". If an absence is for less than a full day, indicate hours absent in the **Hours/Periods/Units** column.

EVENTS

Enter the event code from the list below in the **Description** column. Submit to the principal's secretary. Event time may be submitted on a regular or additional time card.

CODE:	EVENT:	HOURS:	HLRY RATE:	STIPEND:
1	Frosh FB Ticket Taker	2.5	12.00	30.00
2	JV/V FB Asst. Ticket Taker	4	12.00	48.00
3	JV/V FB Head Ticket Taker	4	12.00	48.00
4	VBall Ticket Taker	4	12.00	48.00
5	Wrestling Ticket Taker	2.5	12.00	30.00
6	BBall Ticket Taker	4.5	12.00	54.00
7	Tournament Ticket Taker	16	12.50	200.00
8	Single Game (Bball, Vball)	1.25	12.00	15.00