

Time Cards

Each hourly employee is required to maintain and submit a bi-weekly time card to the payroll office. Labeled timecards are mailed to each employee for recording the next two weeks work activity. This card must accurately record your working activities for those weeks. All sick time, vacation, holidays, jury duty, unpaid leave, etc. must be clearly indicated. Failure to report daily activities in a manner deemed accurate by the College may result in discipline or discharge. All cards must be signed by the employee's immediate supervisor or department chairperson and submitted by Monday noon of pay week. A designated area for depositing cards is provided for your convenience in the Human Resources / Payroll Office.