

# Time Card Procedures

All PISD employees are to use the following time reporting when documenting time worked. Any exceptions must have prior written approval of the Associate Superintendent for Finance.

- Non-Exempt Employee Time Card  
All Board approved regular Non-Exempt Paraprofessional Employees are to use the Non-Exempt Employee Time Card. This includes secretaries, aides, etc. Service Department employees may use this card if the supervisor wishes to do so. Otherwise, Service Department employees should use the Manual Time Card forms.
- Manual Time Card-English or Manual Time Card-Spanish  
These manual time cards may be used by service departments, custodians, etc. that do not have access to the Non-Exempt Employee Time Card and need to manually record their time.
- Standby Pay Time Card  
This time card is used to record the Standby pay for the Police Officers and Technology Services employees that are on call for emergencies.
- Call Out Pay – Not on Standby Time Card  
This time card is used for employees that are called out for emergencies for work outside their normal scheduled work time or on holidays.
- Exempt Employee Time Card  
Exempt employees are not required to use the District time card for regular time worked. However, for any week that trade time is earned, the Exempt Employee time card should be used to document the additional time worked.
- Exempt Employee – Payroll Absence Excuse Form  
Exempt employees are required to record and turn in their absences in accordance with the payroll cycle schedule. The Exempt Employee – Payroll Absence Excuse Form should be used to document the absences.
- Temporary/Sub Non-Exempt Employee Time Card  
Temporary or Long Term Clerical Substitutes are to use the Temporary/Long Term Substitute Non-Exempt Employee Time Card.
- Teacher Time Cards  
Principals may use manual teacher sign sheets or computer systems such as Raptor to account for days worked by teachers.
- Teacher Extra Duty Pay Time Card  
This manual time card may be used to account for the hours to pay teachers for Extra Duty Pay.
- Tech Services Time Card  
This time card is a special version of the Non-Exempt Employee Time Card designed for use by the Technical Services Employees.
- Police Officer Time Card, Police Officer Time Card (More In & Out), Police Dispatchers Time Card  
These time cards are a special version of the Non-Exempt Employee Time Card designed for use by the Police Officers and Dispatchers.

## Approval of Time Cards

All employees must sign their time card and it must have signature approval of their supervisor. All time cards must have the signature approval of the appropriate supervisor such as assistant principal, manager, director, etc. Time cards for principals must be emailed or faxed to the appropriate ASCD for each payroll period. Cabinet members reporting to the Superintendent must fax, email, or deliver a paper copy of their time card to the Superintendent's Office each pay period.