



EMPLOYEE TIME CARD PROCEDURE:

To prepare your time card for approval and processing of payroll, please follow the steps provided:

- Fiscal Administrator prepares and sends out an e-mail to all the First 5 Employees the Wednesday before the close of pay period on Saturday called in, asking for time cards to be turned in by 10am that Friday.
- Input the correct pay period number on your time card. The pay period number is located at the top right hand corner of the time card.
- Input the pay period ending date for the time period that you will be getting paid for. The pay period ending date is located at the top right hand corner of the time card.
- You will have received the pay period ending date and pay period number in an email from the Fiscal Dept. prior to the date time cards are due.
- Verify your personal information at the top of the time card (last four digits of your social security number, spelling of your name, etc.)
- Use the appropriate coding of the hours you worked:
 - 01= Regular Hours Worked
 - 03=Sick
 - 05=Vacation
 - 08=Holiday
 - 11=Personal Leave
 - 19=Floating Holiday
 - 31=Leave without pay
- After you review your time card for accuracy: print it, sign and date it, and place it in the Fiscal Time Card Folder at the front office in boxes by 10am Friday of the second week of each pay period.

Time card processing for Salaried Employees or Exempt Employees:

- If you have a pay period where you are only reporting regular days worked, no paid time off for sick, vacation, holiday etc. there will be no need to submit a exempt employee absence report form. First 5 Executive Director will be signing a certification on your behalf that you worked that pay period.
- If you have used any other days besides regular working days, you will need to fill out an exempt employee absence report form with the correct leave code listed above entered on the day(s) leave was taken and turn it in to the Fiscal Department.
- Have your completed exempt employee absence report form reviewed and signed by your supervisor and forward it to fiscal.
- If, for the current pay period being processed, you are reporting only regular hours worked, please respond to Fiscal Administrator's email by indicating so.