

## **Business and Operations**

### **SUPPLEMENTAL TIME CARDS**

**SR 3401.05**

**Purpose:**To track and justify hours worked by persons paid by the County Office as substitute, temporary, student work experience employees, and regular employees who work varied hours.

**Timeline:**Supplemental and Student time cards are due to the department on the 19th, the division by the 21st, to Business Services by the 25th of the month.

Supplemental and Student payroll checks are distributed on or before the 10th of the month.

The Supplemental Time Card form is the means by which the County Office pays substitute or temporary and work experience employees. Regular employees who work additional and/or overtime hours not covered by their regular payroll check are also paid through the Supplemental Time Card form. The supplemental pay period is from the twentieth (20th) of each month to the nineteenth (19th) of the following month.

#### **Procedures:**

#### **Substitute, Temporary and Student Work Experience Pay**

1. All regular employees who have hours that vary from week to week must be on the supplemental payroll and submit a Supplemental Time Card.
2. Substitutes, extra hire, short term temporary and regular employees with additional hours above their regular contract must submit a Supplemental Time Card.

A status sheet authorizing additional pay for regular employees with additional hours above their regular contract must be submitted along with a Supplemental Time Card approved by their supervisor.

Regular employees' overtime must be submitted on a Supplemental Time Card and approved by their Cabinet-level supervisor.

3. The employee must report number of hours per day worked. If the employee is working as a substitute, the position and name of employee substituted for must be included on the Supplemental Time Card for each day worked.
4. The time card must be signed by the employee and submitted to the immediate supervisor by the nineteenth (19th) of the month for verification of hours worked.
5. Supervisor enters rate of pay, signs and submits to department director by the 21st of each month. Unless otherwise indicated on the form, a classified substitute will be paid at Step A of the Classified Salary Schedule. (see "Classified Employees Negotiated Agreement between the Mendocino County Office of Education and the Mendocino County Federation of School Employees", Appendix A.)
6. The time card is forwarded to Business Services by the twenty-fifth (25th) of the month. Business Services will return it to the department for changes or corrections.

7. Supplemental Payroll is processed on or before the tenth (10th) of the month. In June a second supplemental is done the last working day of the month. No supplemental is run in July.
8. A copy of the Supplemental Time Card will be returned to the employee with their pay check. Teachers are responsible for attaching student time cards to their checks. Any corrections will be noted on the copy.
9. All employees must have a Job Assignment sheet, except short term substitutes or less than 20 day temporary extra hire employees. *Note: Special Education Student Workability Supplemental Time Cards can be found at the SELPA website.*

Click [here](#) for Student Time Card.

Click [here](#) for additional Selpa forms.

## MENDOCINO COUNTY OFFICE OF EDUCATION

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**Date Adopted:** 03/01/2003

**Date Revised:** 07/11/2003