



Time Card Process

- Time cards are located in the Main Office in the “Payroll” mailbox.
- A payroll schedule, also located in the Main Office, lists the dates that timecards are due, as well as pay dates. (Time cards are generally due on the 10th and 25th of each month and payday is generally on the 15th and last day of each month.)
- Time cards must be signed by the appropriate supervisor before submission for processing.
- If you have any questions, do not hesitate to contact me at 707. 575.7194, ext. 126, or michelle@summerfieldwaldorf.org.