

## **Time Card Process**

- Time cards are located in the Main Office in the “Payroll” mailbox or in the Finance Office.
- A payroll schedule, also located in the Main Office or Finance Office, lists the dates time cards 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 1st and 15th.)
- 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 575-7194, ext. 104, or [carrie@summerfieldwaldorf.org](mailto:carrie@summerfieldwaldorf.org). Or, comedown to my office, located in the Finance Building.