

SECC Church & School Auxiliary Timecard

Name _____ Work Place _____

Employee Number _____ Occupation _____

Day	Date	In	Out	In	Out	Regular Hours	Overtime/ Double Time	Paid Leave/ Extended Sick
Sun								
Mon								
Tue								
Wed								
Thr								
Fri								
Sab								
Week 1 Total >								

Sun								
Mon								
Tue								
Wed								
Thr								
Fri								
Sab								
Week 2 Total >								
Biweekly Total >								

Record time in decimal hours (conversion chart on reverse).
Print legibly using INK only. Initial any corrections.

Notes: _____

▼ Payroll Office ▼
Received

Audit

We have reviewed the above time entries and agree that they are correct:

Employee Signature _____ Supervisor Signature _____

Print Supervisor Name _____

AVOID DUPLICATE ENTRIES - SUBMIT TIMECARD VIA ONLY ONE OF THE FOLLOWING METHODS:

FAX TO: 951-509-2393 • EMAIL TO: payroll@seccsda.org

MAIL TO: Attn: Payroll, Southeastern California Conference, PO Box 79990, Riverside, CA 92513

Southeastern California Conference Auxiliary Timecard Instructions

Employees:

This timecard is a permanent record of your time worked, and is used to calculate your pay. Each day that you work must be accurately recorded in INK only. Space is provided for the date, and you should record the time you arrive for work, when you leave and return from lunch, and when you leave at the end of the work day.

Your supervisor will calculate the daily totals for regular time, overtime, double time, and any leave or sick time that may be allowed under current policy. **At the end of the biweekly pay period, you must review and sign the timecard as indicated on the front.**

The decimal hour format will facilitate processing of your timecard by your supervisor and the Payroll Office. Use the following chart to convert clock time (hours:minutes) to decimal hours. For example, 7:57AM would be recorded as 7.95.

Decimal Time Values							
Min	Decimal	Min	Decimal	Min	Decimal	Min	Decimal
:01	.017	:16	.267	:31	.517	:46	.767
:02	.033	:17	.283	:32	.533	:47	.783
:03	.05	:18	.3	:33	.55	:48	.8
:04	.067	:19	.317	:34	.567	:49	.817
:05	.083	:20	.333	:35	.583	:50	.833
:06	.1	:21	.35	:36	.6	:51	.85
:07	.117	:22	.367	:37	.617	:52	.867
:08	.133	:23	.383	:38	.633	:53	.883
:09	.15	:24	.4	:39	.65	:54	.9
:10	.167	:25	.417	:40	.667	:55	.917
:11	.183	:26	.433	:41	.683	:56	.933
:12	.2	:27	.45	:42	.7	:57	.95
:13	.217	:28	.467	:43	.717	:58	.967
:14	.233	:29	.483	:44	.733	:59	.983
:15	.25	:30	.5	:45	.75	:00	0

Definitions:

State law mandates a minimum 30 minute **break** after 5 hours work, unless you work only 6 hours total in one day.

Overtime is that time over 8 hours in one day, and/or over 40 hours in one week (10 hours/day if a 4 day workweek).

Double time is any time worked over 12 hours in one day.

For further information check the various Employee Wages, Hours, and Working Conditions regulations posted at your worksite (Title 8, §11040 California Code of Regulations) or a current copy of the California Labor Code.

Paid Leave includes holidays, vacation, short term sick, and one personal business day. **Extended sick** time is applicable when sick over 3 contiguous business days. **Leave** and **Sick** time available is recorded for each employee, and accrues at rates set by Conference policy.

School Personnel: See the definition of Paid Leave and Sick Leave in the current *Green Book*.

Supervisors:

Calculate the daily hours by category and then total for each week. At the end of a pay period, add each week to the Biweekly Total.

Review and sign the timecard as indicated on the front and submit the completed timecard to the Payroll Office by the due date indicated on the payroll schedule.

Attn: Payroll
Southeastern California Conference of SDA
11330 Pierce Street
P.O. Box 79990
Riverside, CA 92513