



WHITEHALL CENTRAL SCHOOL

## TIME CLOCK PROCEDURE

Dear Employee,

In an effort to ensure that all employees are paid accurately and in a timely manner, please follow the procedure below when using the time clock:

1. Please remember to punch in and out every day - it is your responsibility to punch in and out - if you forget to punch in or out please see your supervisor **IMMEDIATELY**.
2. If you leave the campus for **ANY** reason you **MUST** punch out.
3. Please use the time clock to punch in and out when you attend **ANY** trainings or meetings outside of your regular work day (i.e. CPI, parent meetings) – we do NOT want claim forms for this type of activity – they must be included on your time card.
4. After you receive your printed time card, please check it carefully, if you think there is something missing, please ask your time card supervisor or call Heather at extension 2025.

*Please see the Payroll Schedule for Time Card submission dates.*

If you have any questions or need any further information, please contact me at extension 2025.

Thank you,

*Heather McGee*