

CONCORDIA COLLEGE

Office of Human Resources and Payroll

TIME CARD INFORMATION: Time constraints regarding student payroll make it necessary to strictly adhere to certain policies and procedures. The following procedures are in effect and should continue to be followed:

1. Timecards are sent out on the first working day of each month, for the student to **use** during that month. If your student has not received a timecard by the **15th** of the month, please notify Payroll at that time; **do not** wait until the end of the month to request a timecard.
2. Employers should inform students at the time of hire about the responsibility to sign the timecard each month.
3. Please do not send unsigned timecards to payroll they *will* be returned.
4. If the signed timecard returns to payroll after the processing deadline - the first of each month - it will be processed for payment the following month.
5. Students should report hours in fractions or decimals to the nearest quarter hour; (example: 1 ³/₄ hours or 1.75 hours NOT 1.45 hours). Detail of hours worked should be reported on the corresponding day. Before turning in the timecard, total the hours worked by each week and also by the month.