



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 2001	Date Issued: January 7, 2002
Section: 2000 – Personnel Procedures	Date Revised: August 12, 2020
Accreditation Standards:	
SUBJECT: TIME CARD SUBMISSION	
APPROVED:	
Dennis Kidd, General Manager	

- 1.0 All Authority employees will submit their completed time cards no later than 1000 hours on each Wednesday of the off-pay week, unless specified otherwise.
 - 1.1 If specified otherwise, employees will comply with any special requests made by the Business Division for early time card submission.
- 2.0 The Supervisors will review each completed time card, sign/date and then submit the time cards to the Business Division no later than 1200 hours on each Wednesday of the off-pay week, unless specified otherwise.
 - 2.1 If specified otherwise, the Supervisors will comply with any special requests made by the Business Division for early time card submission.
- 3.0 Any Authority employee who fails to meet time card deadlines will be required to submit their time card to their direct Supervisor for late processing.
 - 3.1 The Authority can not guarantee that a pay check will be received in compliance with Policy No. 1030 (Compensation), paragraph 6 if a time card is submitted for late processing.
 - 3.2 The Authority cannot guarantee automatic deposit of a paycheck if a time card is submitted for late processing.