

SUNY Upstate Medical University
Payroll Services
Employee Instructions for Simplex Time Card Submission
2006

Attachments

- Simplex Consecutive Time Card Instructions
- Sample Time Card

First Day of Pay Period

- Locate your time card in the rack next to the clock. Your name will appear in **bold** in the upper left corner under the Simplex logo.
- Please review the other information on the top of the card (department, title, location, etc.) for accuracy. If the card contains an error, please draw a single line through that item and write the correction at the top of the card.

Each Day of Pay Period

- Hold card at top, align it with the time clock slot and push it all the way down (with a smooth, continuous motion until the card stops). Wait for printing to end (indicated by a “beep”), then lift card from slot and replace it in the rack.
- If you used a time accrual (vacation, sick, etc.), please note the type of accrual (time codes at bottom of card) and the amount of time used on that date.
- Also note any earnings such as comp time or overtime in the “Accr Type” column and number of related hours in the “Time Used” column for that date.
- NOTE: This time clock does not contain your schedule or our rounding rules; therefore, the total hours the clock calculates may be slightly off if you are late.
- Please record your actual hours worked in quarter hour increments in the total column for each day worked. Payroll will review and adjust for rounding rules, tardy penalties, etc.

Last Day of Pay Period

- Add up your total hours including accrual used and any overtime earned for each week and total for the pay period at the bottom of the card. These totals will be verified by your supervisor and Payroll Services for accuracy.
- The total for the pay period should equal your recorded work obligation (full time = 75 or 80 hours) plus any overtime earned.
- Sign your timecard in the space provided at the bottom of the card.
- Submit time card to your supervisor or to their designated departmental timekeeper.

Notices

- No “buddy punching” – only punch your own timecard
- If you miss your IN PUNCH, notify your supervisor and punch out two times on your next out punch.
- If you miss your OUT PUNCH, notify your supervisor. Punch in as you would normally do on your next work day.
- If you miss both IN and OUT PUNCH, notify your supervisor. They will write these times in at the bottom left side of the time card. Continue punching as you normally do.
- If you are required to punch in and out for meal periods, please use a separate card for each week of the pay period (Thursday through Wednesday). Otherwise, there will not be enough lines on the card to contain all of your punched times.
- If you need to punch on more than one clock, please ask your supervisor how they would prefer you to report this time. Please do not use the same time card in multiple clocks.