

TimeCard II Employee Master Information

Employee #:

Last Name:

First Name:

Middle Name:

Address:

City/State:

Zip Code:

Phone Number:

Social Security No.:

District Employee #:

Campus ID:

Department #:

Lunch Flag: Y N (Does the employee clock out for lunch? Please circle.)

Temporary Employee: Y N (Is this employee a temporary employee? Please circle.)

Work Cycle Daily Weekly Monthly (What time period does the employee's Work Hours Allowed refer? Please circle.)

Work Hours Allowed:

Work Hours Allowed:

Sick Hours Allowed:

Vacation Hours Allowed:

Sick Hours Accumulated:

Vacation Hours Accumulated:

Lunch Hour Allowed: (If the employee does NOT clock out for lunch, how much time should be automatically deducted?)

Employee Type: Paraprofessional Salaried Regular (Please circle)
Employee Type Descriptions
 Paraprofessional: Hours over scheduled hours are paid extra
 Salaried: Hours over scheduled hours are NOT
 Regular: All hours are paid.

| BAC* | Hourly Rate | BAC* | Hourly Rate | BAC* | Hourly Rate |
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* BAC = Budget Account Code