

How to Compare Your Paycheck to the Time Clock (Attendance on Demand)

Sample Paycheck

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DESCRIPTION	RATE	FACTOR/HOURS	AMOUNT	RETIRE HOURS	WC HOURS	WORK HOURS	PERIOD END
BASE 614	1,757.40	1.00	1,757.40	60.00	60.00	60.00	02/28/2022
EXTRA HOURS	29.29	52.35	1,533.33	52.40	52.35	52.35	02/28/2022
HOLIDAY	29.29	4.00	117.16	4.00	4.00	4.00	02/28/2022
MEETINGS	29.29	0.90	26.36	0.90	0.90	0.90	02/28/2022
OVERTIME	43.94	6.57	288.65	6.60	6.57	6.57	02/28/2022
SECURITY	29.29	2.00	58.58	2.00	2.00	2.00	02/28/2022
SICK LV INCENT	400.00	1.00	400.00	1.00	0.00	1.00	02/28/2022
Total:			4,181.48	126.90	125.82	126.82	

Description

Base: 4.00-hour base contract that is divided over the 12-month school year

- Log into Attendance on Demand
- Click on the top ARCHIVES
- Choose the pay period (example above is for the paycheck 2/28/2022, the pay period would be 1/11/2022 to 2/10/2022 see below)
- Select Weekly View

Extra Hours: EXT example below add 15.43 + 9.42 + 8.20 + 12.82 + 6.48 = 52.35

Holiday: This example has a holiday on January 17th, 2022 (Martin Luther King Day)

Meeting: CON (Consensus Meeting for .90)

Overtime: OVT example below has 6.57 overtime for the month occurring on Saturday January 15th, 2022

If you do extra hours outside of transportation you could have several different Descriptions such as:

Security (Possibly working for Sean Kelly)

Sick LV Incent (this is the Sick Leave incentive for not taking a sick day for the required periods)

Training-possibly Right Response, Leadership training, etc

Extra hours could be on multiple lines which could include, sub custodian, sub food services, EEP etc.

Suggest to make copies of hours worked outside of transportation for your records

Calendar Time Card Schedules Archives Activity												
Pay Period: 1/11/2022 to 2/10/2022 Print												
Transactions Weekly View Act. vs Sch. Pay Period Totals												
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Tot					
10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan						
REG 6.18	REG 6.47	REG 5.02	REG 6.37	REG 7.40		REG 31.43						
EXT 2.18	EXT 2.47	EXT 1.02	EXT 2.37	OVT 6.57		EXT 15.43						
				EXT 7.40		OVT 6.57						
17-Jan	18-Jan	19-Jan	20-Jan	21-Jan	22-Jan	23-Jan						
REG 5.67	REG 8.95	REG 5.30	REG 5.50			REG 25.42						
EXT 1.67	EXT 4.95	EXT 1.30	EXT 1.50			EXT 9.42						
24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan						
REG 5.65	REG 5.57	REG 5.58	REG 5.17	REG 6.23		REG 28.20						
EXT 1.65	EXT 1.57	EXT 1.58	CON 0.90	EXT 2.23		EXT 8.20						
		EXT 1.17				CON 0.90						
31-Jan	1-Feb	2-Feb	3-Feb	4-Feb	5-Feb	6-Feb						
REG 5.85	REG 6.85	REG 4.88	REG 5.65	REG 4.83	REG 4.75	REG 32.82						
EXT 1.85	EXT 2.85	EXT 0.88	EXT 1.65	EXT 0.83	EXT 4.75	EXT 12.82						
7-Feb	8-Feb	9-Feb	10-Feb	11-Feb	12-Feb	13-Feb						
REG 5.82	REG 5.55	REG 5.87	REG 5.25			REG 22.48						
EXT 1.82	EXT 1.55	EXT 1.87	EXT 1.25			EXT 6.48						