

Timecards

1. Record and validate your time and milage in your timecard daily.
2. Record your time in increments of 15 minutes (15, 30 and 45).
3. Avoid reporting incorrect cellphone charge.
 - a. Managers, Coaches and Trainers will claim \$30 per pay period.
 - b. Enumerators will claim \$12 per pay period.
 - c. Cellphone charges should be reported on a workday.
4. Avoid reporting incorrect project codes.
5. Avoid reporting same time for different project codes (double-entry).
6. Remember to click (hit) on “*Show Results*” when entering time or adjusting your timecard.
7. Milage and comments:
 - a. Mileage requests will require an explanatory note.
 - b. The explanatory note for milage shall include from/to City, State.
 - c. Do not use POID or PII in the explanatory notes.
8. Reimbursements, receipts, and comments:
 - a. All reimbursements must be approved by management before the purchase.
 - b. Reimbursements will require an explanatory note and receipt.
 - c. Receipt shall be uploaded into iSolved (Documents > EE uploads).
 - d. Do not use POID or PII in the explanatory notes.
9. Weekend availability is needed for updating and correcting timecards.
10. Your manager may request corrections to your timecard before the final submission.
11. Time and milage shall correspond to the workload.
12. Staff can work up to 8 hours per day and up to 40 hours per week, depending on the current workload. 40 hours per week (or 8 hours per day) is not guaranteed.
13. Staff can work up to 375 hours per quarter and up to 1,500 hours per year, depending on the workload. 375 hours per quarter (or 1,500 hours per year) is not guaranteed.
14. Overtime is rarely utilized, and it is not pre-approved. All overtime work must receive the supervisor's prior authorization, page 36 of the 2024 Enumerator Employee Handbook. [Click here to view the 2024 Enumerator Employee Handbook.](#)
15. We encourage you to organize your daily and weekly routines in a way that will not require you to work overtime.

Do you have questions about timecards? Contact your manager.

Do you have tech issues with iSolved? Contact your trainer.