



SCSEP PAYROLL TIP SHEET

Participants may work: **19.75 per week which equals 39.50 per payroll** (unless notified otherwise)

Hours should be rounded to the nearest quarter hour:

.25= 15 minutes If a participant works 3 hours and 15 minutes it would be recorded 3.25

.50= 30 minutes If a participant works 3 hours and 30 minutes it would be recorded 3.50

.75= 45 minutes If a participant works 3 hours and 45 minutes it would be recorded 3.75

SUBMITTING TIMESHEETS

Timesheets must be completed and received in the SCSEP office by 10:00 AM SHARP on the due date. Failure to meet this deadline will result in delay of payment until the following pay period. Please make every effort to have timesheets submitted on time, as there will be NO EXCEPTIONS.

Originals, faxes and scans are accepted. If a fax or scan is sent then the original must be kept on file at the host agency.

Email: anna.dailey@westal.org **Fax:** 205-333-2713 **Mail:** Attn: SCSEP / PO Box 509 Northport, AL 35476

Timesheets and other correspondence may also be left with the front desk secretary or in the drop box outside of our main entrance.

- Fully complete the timesheet: this includes listing the dates and hours at the top of the timesheet and in the calendar portion. The timesheet must be signed by both the participant and supervisor.
- Lunch break does NOT count as part of hours worked
- Participants can NOT volunteer at the agency in which they are assigned
- NO whiteout, pencil or red ink may be used (please use blue or black ink ONLY)

MAKING UP TIME

Make up time must be approved by the host agency supervisor and the SCSEP Office.

Participants may make up hours for absences such as sickness, holidays, weather related closings, etc. Hours must be made up in the same payroll in which the absence took place and must not exceed 29 hours a week- this is due to law/policy as it relates in the Affordable Care Act. When making up hours make sure to list the hours on the day they were actually worked. For example: if absent due to a holiday there should be NO HOURS written on that day in the calendar portion of the timesheet.

DIRECT DEPOSIT

During enrollment participants must complete an authorization form for direct deposit. This form, along with a voided check for a checking account or a deposit slip for a savings account must be submitted in order for direct deposit to be set up. If at any time the account the check is deposited to needs to be changed please notify the SCSEP office so the appropriate paperwork can be completed.