



Nada Alamaddine <alamadn@dearbornschools.org>

Reporting of Time Cards

Nada Alamaddine <alamadn@dearbornschools.org>

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To: Staff - DFSE Members <staff-dfsemembers@dearbornschools.org>, Dept - Engineers <dept-engineers@dearbornschools.org>

Cc: Staff - Principals All <staff-principalsall@dearbornschools.org>, Staff - Asst Principals All <staffassistantprincipalsall@dearbornschools.org>, Staff - Cabinet Members <staff-cabinetmembers@dearbornschools.org>, Dept - Human Resources <dept-humanresources@dearbornschools.org>, Dept - Payroll <dept-payroll@dearbornschools.org>

Good afternoon,

I hope all of you are doing well and staying safe!

I have been receiving many questions regarding time cards and how it should be handled if employees are working virtually or are currently on a COVID Leave.

As stated in the bulletin that was sent out on September 14, 2020 ([click here to view](#)), all employees are responsible for filling out their own time cards. Employees who are working virtually will need to arrange with their timekeeper a time to pick up/drop off their **completed (Front and Back) and signed** time card at the building where they work. This is also true for employees who are on the Expanded COVID Leave to take care of a child.

Employees who are staying home for a COVID related issue or FMLA do not need to bring their time cards to the building. However, they will need to let their timekeeper know the start and end date of their leave.

I hope this clarifies matters. Please do not reply to all if you have a specific question. You can send me your questions by hitting reply.

Have a great afternoon!

Thank you,

Thanks,
Nada Alamaddine, HRS
Director of Human Resources-Non/Instructional Staff
Dearborn Public Schools
18700 Audette St.
Dearborn, MI 48124
Phone: (313) 827-3070
Fax: (313) 827-3134
<http://humanresources.dearbornschools.org/hr-blogs/>