



Timekeeping Procedures

San Angelo ISD's electronic timekeeping program, TimeClock Plus, is the official system for recording hours worked by all non-exempt employees.

Initial Set-up

The Human Resources Department enters information for new employees in Finance Plus, assigns employee identification numbers, and issues employee identification badges. The Data Services staff adds current active employees in TimeClock Plus, as needed. The Business Support Services Department enters and maintains information on individuals that have been assigned and authorized as Coordinators and Administrators in TimeClock Plus.

Employee Responsibilities

Employees are responsible for:

- 1) Accurately clocking in and clocking out of TimeClock Plus each scheduled work time by utilizing a computer or a District time clock. Note: Failure to appropriately clock in or clock out may result in an incorrect or delayed paycheck, and disciplinary action, including termination of employment.
- 2) Verifying the accuracy of their time records at the end of each month by signing their time report. (See *Time Report* below.)
- 3) Monitoring their available leave and compensatory time balances.

Clocking In

Employees are expected to report to work according to their assigned schedule. Unless prior approval has been granted, employees shall not clock in earlier than 7 minutes before the scheduled start time. Employees clocking in 8 minutes or later after their scheduled start time shall be recorded as late. Failure to appropriately clock in at the beginning of the assigned work schedule or after any break throughout the day (e.g., lunch break) is recorded as a *missed in punch*.

Clocking Out

Employees shall clock out at the end of the scheduled work time and at any time during the day in which the employee is not on duty (e.g., scheduled lunch break, leaving the work place for personal reasons, medical appointments, etc.). If the employee does not have a duty free lunch break and has approval to work during a scheduled lunch break, the employee does not clock out. Failure to clock out is recorded as a *missed out punch*. Clocking out 8 or more minutes before the scheduled end time is recorded as *leaving early*. Employees are responsible for immediately notifying the Coordinator or Administrator of any missed punches.

Time Report

Employees are responsible for knowing their available leave and compensatory time balances. Leave balances as of the prior pay date are available in the Employee Access Center in the Leave Information section. If the Coordinator, Administrator, or a payroll staff member determines that a time report revision is necessary, the employee must approve the revision prior to it being completed. However, if an employee does not record a 40 hour work week or an absence is recorded and the employee has no available leave or compensatory time available, the employee's pay will be docked.

Work Week Close Out

The District's work week is 12:01 am Monday through midnight Sunday. Employees are responsible for verifying their time records and should report any discrepancies or concerns to the Coordinator or Administrator prior to signing their timesheet.

Coordinator Responsibilities

Coordinators are responsible for:

- 1) Training their respective employees on the use of TimeClock Plus.
- 2) Accurately processing time edits and entering leave.
 - a. If an employee's time record requires editing, the Coordinator notes the reason for the edit. A notation is not required when entering leave or vacation.
 - b. An employee's actual time worked must be recorded and shall not be adjusted up or down.
 - c. If an employee works more than 40 hours in a work week, the additional hours must be designated as compensatory time or paid time. If paid time, a budget code must be provided.
 - d. If an employee works more than 40 hours in a work week, include a shift note stating the activity.
- 3) Providing individual approval for employee's time on a weekly basis in TimeClock Plus for the purpose of "closing out" weeks.
- 4) Obtaining employee signatures, completing and submitting time reports according to Payroll Calendars and any other deadlines outlined by the Payroll & Benefits Office.
- 5) Notifying the Administrator immediately if problems occur or if procedures are not followed.
- 6) Informing the Payroll & Benefits Office when an employee consistently fails to follow procedures.

Note – To avoid any delays in reporting time or issuing pay, Coordinators and Administrators should review, edit and record leave prior to the deadline for closing the week. If an employee is unavailable to sign the time report, the Coordinator notes the following: "Original time report with employee signature will be submitted upon return to work" and submits the time report to the Payroll & Benefits Office. Upon the employee's return to work, the employee signs the time report and the Coordinator notes the following: "Time report with signature, copy previously submitted" and submits the signed time report to the Payroll & Benefits Office. Late and/or incorrect submissions will be noted and tracked for potential disciplinary action.

Time Report Due Dates

Time reports are due and submitted to the Payroll & Benefits Office according to the Monthly and Semi-Monthly Payroll Calendars. Payroll calendars are posted on the District website under Employment>Payroll Information.

Back-Up Coordinator

Administrators must designate an individual to serve in the absence of the Coordinator. When necessary, the Back-Up Coordinator will perform the duties of the Coordinator and ensure procedures are followed and all reporting is timely. ***Under no circumstances shall Coordinators assume the role of Administrator or make revisions to their own time record in TimeClock Plus.***

Administrator Responsibilities

Administrators are responsible for:

- 1) Designating a Coordinator and Back-Up Coordinator.
- 2) Ensuring that employees are trained in the use of TimeClock Plus, understand the timekeeping process, and abide by the District's policies and procedures.
- 3) Approving employees' time on a weekly basis for the purpose of closing out weeks according to the Payroll & Benefits Office schedule.
- 4) Ensuring the accuracy of the time records, edits, notations, and leave designations by reviewing hours worked by day and total hours for the work week.
- 5) Entering and processing edits and leave for the Coordinator's time.
- 6) Signing employees' time reports and ensuring accurate and timely submission.

Note – Administrators must closely review employee time reports.

- An employee's actual time worked shall not be adjusted up or down. The actual time worked must be accurately recorded.
- If an employee works more than 40 hours in a work week, a shift note must be included and the additional hours must be designated as compensatory time or paid time. If paid time, a budget code must be provided.
- Any changes to a time report should be entered electronically in TimeClock Plus and a revised time report shall be signed and dated by the employee.

Back-Up Administrator

Administrators designate an individual to serve as a Back-Up Administrator in their absence, to perform the duties of the Administrator and to ensure procedures are followed and all reporting is timely.

Other Information

Overtime Compensation

The District compensates overtime for employees in non-exempt positions in accordance with federal wage and hour laws. Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Non-exempt

employees are not authorized to work beyond their normal work schedule without prior approval from their supervisor.

Non-exempt employees that are paid on an annualized basis are paid for a 40 hour work week and do not earn additional pay or compensatory time unless their work week exceeds 40 hours.

Employees may be compensated for overtime at a time-and-one-half rate with compensatory time off (comp time) or direct pay. The following applies to all non-exempt employees:

- 1) Employees are allowed to accumulate a maximum of 60 hours of comp time. Comp time must be used in the duty year in which it is earned.
- 2) Use of comp time may be at the employee's request with supervisor approval as workload permits or at the supervisor's direction.
- 3) An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).

Information regarding overtime compensation is available in Board Policy DEA and in the Employee Handbook.

Docked Pay

Each work week stands alone. Employees may not be absent one week and make up the time in another week. When absent in any part of a work day or work week, employees must take approved available leave or comp time. With the supervisor's prior approval, time may be made up during the week in which the absence occurs. Pay is docked if there is no available leave or comp time, or if the absence is not approved by the supervisor or the time made up during the week of the absence. Unauthorized absences, chronic absenteeism, tardiness and failure to follow procedures for reporting an absence may be cause for disciplinary action, including termination of employment. In addition, excessive absences are a reason for termination of employment. *Excessive* is defined as absences that are not in compliance with policies and procedures for taking available local, state or federal leave. See Board Policy DEC or the Employee Handbook for more information on employee leave benefits.

Time Clock or Computer Malfunction

If an employee is unable to clock in or clock out because of a time clock or computer malfunction, it is the employee's responsibility to immediately notify the Coordinator or Administrator. The Coordinator or Administrator will note the reason and will contact the Business and Support Services Department to report equipment problems.

Falsification of Time and Tampering with Equipment

Falsifying time reports, clocking in or clocking out for another employee or being involved in inappropriate clocking in or clocking out, interfering with the use of the timekeeping system, or tampering with timekeeping equipment are grounds for disciplinary action, including termination of employment.

Contacts

For information on timekeeping procedures, payroll reporting or employee leave, please contact your supervisor or the Payroll & Benefits Office at 947-3838 x789.

For assistance with technical issues, to change employee information or to report equipment problems, please contact the Data Services at 947-3838 x206.