


Frontline Time & Attendance –

Q&A Electronic Timekeeping

- **Why have we transitioned to a new system?**
 - Rochester Community Schools employs approximately 600 hourly staff. Collecting and entering employee timesheets is a labor-intensive manual process. Upgrading to an automated timekeeping system will help the department to operate more efficiently and accurately, as time entries capture data, and calculations are automatic.
- **Will I get paid from the exact minute I clock in and out?**
 - Yes, all rounding rules have been eliminated.
- **Am I still required to electronically submit my timesheet?**
 - Yes, you must submit your timesheet anytime from the last day of the pay period after your work day is complete until 11:59 PM of the day after the end of that pay period.
 - For example: Wednesday, September 18th is the last day of the pay period. You may submit your timesheet any time after you clock out on the 18th but before 11:59 pm on the 19th.
- **What do I do if I work over my scheduled hours?**
 - You should always use the Time and Attendance system to record all your hours. If you have worked beyond your schedule, an explanation must be noted in the Time Exception Log. Your clocked hours will not be changed, this is only to record the explanation. Grey time cards will no longer be required. *Note: Additional hours should always be pre-approved by your Building Principal or Department Supervisor.*
- **When else should I use the Time Exception Log?**
 - If you clock in too early or clock out too late, and a time adjustment is required.
 - If you forgot to clock in/out, and your time needs to be added.
- **My schedule is inaccurate in the Time & Attendance and/or the Absence Management System.**
 - If your approved daily schedule changes please notify Andrea Eastman at aeastman@rochester.k12.mi.us.
Note: If you are working an additional temporary position those hours will not be loaded to your daily schedule.
- **What happens if I lose my scan card?**
 - You are still required to clock in/out using the Time and Attendance system. Please use your cell phone or computer and clock in through the Frontline Time and Attendance website: veritime.aesoponline.com
 - Submit a work order using the School Dude Work Order System to obtain a new card.
- **If I am absent and take a sick day, how is this recorded since we won't be clocking in or out that day?**
 - Time & Attendance and Absence Management share data. When you enter your absence in Absence Management the data will automatically populate in Time and Attendance with the hours you have entered.

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- **Is there a person we are supposed to notify if we are held up in traffic on the way to work?**
 - Your current notification process will not change when we begin utilizing electronic time keeping.
 - When you arrive at your building clock in as you normally would.
- **What if I am detained by a co-worker before we have a chance to punch in?**
 - There are alternative methods of clocking in/out. If you feel you will be held up by a co-worker you can use your cell phone to clock in through the Frontline Time and Attendance website – www.veritime.aesoponline.com
 - If you clock in late and need to adjust your time please complete the time exception log in the main office.
- **How many minutes can we clock in before our shift actually starts? Or before our shift finishes?**
 - Employees are expected to clock in and out at their schedule start or end time.
- **At my building the parking lot is located on the opposite end of where the Clock Kiosk is located.**
 - Adjustments will need to be made in order to accommodate this new process. You may find it easier to utilize one of the other options for clocking in and out.
- **What if I am late, is my time deducted? Can I skip my break to catch up on those minutes?**
 - You will be compensated for the number of hours you work. Break periods are designed to be relief periods and as a general rule should not be added to the beginning or end of a work schedule. If you have made arrangements with your building principals to work an adjusted schedule for that day you will need to complete an entry on the *Time Exception Log* so changes can be made in Time and Attendance.
- **Where can I go for more information?**
 - We encourage you to login to the Time & Attendance application and utilize the Help Resources icon  which can be found near the top right of your screen. Many articles and videos are available for your assistance.
 - Visit the RCS Website > Departments > Human Resources > Current RCS Employees for custom “How To” guides and links to useful information.
 - Email Leisa York Walker at lyorkwalker@rochester.k12.mi.us or Jennifer Arsenault at jarsenault@rochester.k12.mi.us for assistance and questions.