



TIMEKEEPING PROCEDURE MANUAL

A Guide for Employees, Secretaries, and Supervisors

TABLE OF CONTENTS

Overview	2
Timekeeping Procedures	
Definitions	3
Internal Controls	3
Responsibilities of Employees	
Exempt/Non-Exempt Employees	4
Daily Clocking	4
Rounding	5
Missed Punches/Adjustments	5
Responsibilities of Employees, Secretaries, & Approvers	
Approvals	6
Deadlines	6
Work Schedules	6
Meal Deductions	7
Exempt & Non-Exempt Employees and Overtime Pay	7
Time Off Requests & Employee Accruals	
Vacation/Sick/Family Illness/General Bereavement	8
Compensatory Time	8
Jury Duty	8
Holidays/Extra Days	9
Payroll Adjustments/Errors	9
Clock or System Problems	9
Lost or Damaged ID Badges	9
Late Starts/Early Dismissals	10

TIMEKEEPING SYSTEM OVERVIEW

The Tippecanoe School Corporation (TSC) is subject to numerous laws and regulations that govern the way we conduct our business. The laws that regulate employee's wages and hours are designed to ensure that employees are paid as specified, within these regulations. TSC's workweek begins at 12:00 am on Sunday and ends at 11:59 pm on Saturday.

Employees will be paid two times per month on the 5th and the 20th. If the pay date falls on the weekend or a holiday, the pay date will be the preceding business day. The pay date of the 5th will reflect time worked and absences from the 10th – 24th of the preceding month. The pay date of the 20th will reflect time worked and absences from the 25th of the preceding month to the 9th of the current month.

This policy outlines information pertaining to recording and tracking hours of work, absence requests and accruals, and making manual adjustments.

Our official timekeeping systems include Frontline's Time & Attendance (formerly VeriTime) for district non-exempt staff not included in our other timekeeping system, which is Synovia for bus drivers and bus monitors. Each of these systems are Time and Attendance Systems that collect actual time entered by the employee using the time clock, computer, or a designated Secretary for each building. The data is later transferred to the payroll system (FMS) where employees are paid according to the hours recorded. Substitute aides, substitute nurses and lifeguards will be paid according to the hours reported on a paper hourly timesheet for each payroll period.

Frontline's Absence Management (formerly Aesop) is the official timekeeping system for employees to record their absences and request substitutes either through computer, telephone, or a designated Secretary for each building. The data is later transferred to the payroll system (FMS) where employees are charged according to the absence recorded. Bus Driver absences are recorded in Synovia and will be transferred to the payroll system (FMS) where employees are then charged according to the absences recorded in Synovia.

These electronic timekeeping systems and any associated work records are the official basis for recording hours worked and absences for all employees of the TSC.

In order to ensure consistency of treatment for all employees, the data recorded in the TSC electronic timekeeping systems shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official timekeeping records.

It is recognized that in certain situations (e.g. clock malfunction, missed punches, forgotten/lost id badges) that it will be necessary to correct or enter missing data. These changes will be carefully documented via email from the Supervisor to the Secretary, who will make edits and notes on the timecard within the electronic timekeeping system.

Frontline and Synovia automatically track and manage employee hours and apply current TSC pay rules prior to transmitting the data to payroll. The TSC payroll office will monitor and review for completeness and accuracy on data transmission.

TIMEKEEPING PROCEDURES

This procedure defines the roles and responsibilities of individuals involved in the timekeeping process. It also provides guidance on the separation of duties assigned to the various individuals involved in the process.

Definitions

1. **Clock In.** The terms “clock in”, “punch in”, and “swipe in” (or out) are one and the same. It refers to the method whereby an employee presents his/her ID badge, or employee id login on the timeclock or reader that reads the employee specifics and transmits this information to the electronic timekeeping database. Failure to use the electronic timekeeping system as required may result in disciplinary action, up to and including termination.
2. **Supervisor.** The individual with the department/building who has fiscal and operational authority to approve employee hours and absences.
3. **Designee.** Any individual other than the Secretary who has been given authority by the Supervisor to approve changes in employee time cards.
4. **Secretary.** The individual assigned to maintain the electronic timekeeping system records for the department/building.
5. **Approver.** The Supervisor or designee
6. **Employee.** Individuals who are hired and compensated as staff members of the TSC.
7. **Support Staff.** The terms “Support Staff”, “Classified Staff”, “Non-Certified Staff” are one and the same. It refers to employees who are not a part of the Indiana Teachers Retirement Fund. Support staff do not hold administrative or teaching positions in the TSC.
8. **Exempt Employees.** Employees who are exempt from Federal and State laws regarding payment of overtime, and paid a pre-determined salary, not an hourly rate.
9. **Non-exempt Employees.** Employees who are eligible to receive overtime, for hours **paid** in excess of 40 hours per week.

INTERNAL CONTROLS FOR TIMEKEEPING PROCESSING						
	Payroll Office	Supervisor /Designee	Secretary	Employee	Other	
Record start/end times using the electronic timekeeping system.				X		
Record absences using the electronic timekeeping system.			X	X		Aides, Food Nutrition, and Bus Drivers - the department secretary enters the absence. Employees record on paper.
Review missed punches, employee absences, and other timekeeping issues on a daily basis.	X		X			
Enter corrections into electronic timekeeping system for employees.			X		X	The personnel office can make absence adjustments for employees with approval and documentation from the supervisor.
Enter correction into electronic timekeeping system for secretary.		X				
Approve hours, absences, and corrections for department/building.		X				
Transfer data from electronic timekeeping system to payroll system.	X					
Review and verify accuracy of data transfers.	X					
Process hours/absences on payroll calculation.	X					
Review accuracy of pay advice.				X		

RESPONSIBILITIES OF EMPLOYEES

EXEMPT EMPLOYEES: Exempt (Contractual and Salaried) employees must record his/her attendance via the Frontline Absence Management system. The absences must be approved by the Employee and the Approver each pay period. The Employee's secured login serves as the Employee's approval. Any corrections must be submitted by the Employee to the Approver via email requesting an adjustment. The Approver must approve the adjustment and provide via email or written documentation to the Secretary the correction to be made. The Secretary will make the adjustment in the electronic system including a comment on why the adjustment was made. If the correction is made after the Supervisor approves absences, the Secretary will submit both the Employee's request and Approver's correction to the Payroll Office. After absences have been approved at the department/building level any adjustments can only be made by the Payroll or Personnel office. Adjustments will not be made after 30 days have passed after the close of the corresponding pay period unless a doctor's written order is presented. It is the employee's responsibility to review for accuracy the recording of absences in a timely manner.

NON-EXEMPT EMPLOYEES: Non-Exempt (Hourly) employees must record his/her time and attendance via the electronic timekeeping system designated for his/her employee group. The timecard and/or absences must be approved by the Employee and the Approver each pay period. The Employee's secured login serves as the Employee's approval. Any corrections must be submitted by the Employee to the Approver via email requesting an adjustment. The Approver must approve the adjustment and provide via email to the Secretary the correction to be made in the electronic timekeeping system. If the correction is made prior to the close of the pay period, the Secretary will make the adjustment in the electronic timekeeping system including a comment on why the adjustment was made. If the correction is made after the pay period has closed, the Secretary will submit both the Employee's request and

Approver's correction to the Payroll Office. Adjustments will not be made after 30 days have passed after the close of the corresponding pay period.

DAILY CLOCK IN/OUT:

It is the responsibility of each non-exempt employee to clock in and out at the beginning and end of each scheduled workday in order to be compensated for the time worked and to report his/her time worked and/or absences accurately and completely for each pay period. Under certain conditions, such as a training course at a different location, the employee shall clock in/out at the different location, or be clocked in/out manually by the Secretary. At no time will an employee clock in prior to beginning work or clock out after ending work at their work location. All employees leaving for personal reasons during the day must clock out when leaving and back in upon returning. Lunch time will be automatically deducted from time worked, if applicable. It is the responsibility of the employee to report to the Approver and Secretary if he/she was unable to take a lunch break. Employees must get prior approval from the Approver if he/she is not going to take a lunch break.

Substitute Teachers are scheduled with an additional 15 minutes at the start of the assignment and 15 minutes at the end of the assignment. If the substitute teacher is needed beyond a scheduled half-day assignment, the Absence Management absence must reflect the change. If a substitute teacher is assigned to a full-day absence, but the substitute teacher only worked for a half day or less, the Absence Management absence must be edited to reflect the appropriate am/pm absence. It may be necessary to create a custom absence in Absence Management.

Electronic timekeeping systems will apply the following rounding rules:

- :53 minutes to :07 minutes - Rounded to :00
- :08 minutes to :22 minutes - Rounded to :15
- :23 minutes to :37 minutes - Rounded to :30
- :38 minutes to :52 minutes - Rounded to :45

Example: Clock in at 7:09 – Time rounded for pay purposes will reflect 7:15

If an employee arrives late or needs to leave early, for any reason, clock in/out times should be reflective of the time they actually clocked in/out. If the missed time is greater than or equal to 1 hour AND the employee has applicable leave time available, AND the employee is not able to make up that time within the same payroll period, the employee will be paid for the time lost and charged ½ day of applicable leave. It is the employee's responsibility to request the leave time in advance, if possible. If unable to request the leave day in advance, the employee should treat the time missed as an adjustment and follow the guidelines for edits.

If the missed time is greater than or equal to 1 hour AND the employee does NOT have applicable leave time available, AND the employee is not able to make up that time within the same payroll period, the employee will be paid for the time he/she worked, but not the missed time. If the missed time is less

than 1 hour in length, regardless if the employee has available leave time, the employee will only be paid for the time worked.

If the employee is utilizing available general leave, no comment is necessary in the electronic timekeeping system. If the employee wishes to utilize sick leave, the Secretary can manually enter the leave in as an adjustment and comment that the time missed was due to a medical issue. Under no circumstances should an employee be told to take sick leave if the employee has reported he/she is not sick.

Any falsification, misrepresentation, or lack of approval of time and attendance information may result in disciplinary action up to and including termination. Approvers are responsible for ensuring that the work and leave time reported accurately reflects each employee's activity for each pay period and validate this by approving the employee's timecard. Intentional errors in reporting hours worked, can result in serious consequences to the individuals involved.

MISSED PUNCHES AND ADJUSTMENTS:

Employees who miss a punch should notify their Supervisor via email, who will notify the Secretary via email, of any edits that need to be made to the timecard.

Under no circumstances can an employee adjust his/her own timecard. Corrections should be made by the department/building supervisor/designee.

Guidelines for Edits:

Employees should email all corrections/adjustments to the department/building supervisor in order to have a record. The employee should effectively communicate by email the following:

1. Why there is a need for the manual punch or correction.
2. If it is a missed punch, where the employee was for the missed punch(es) (must be specific)
Acceptable Example – attending training class at LSC for Special Education GLASS
Unacceptable Example – attending a meeting
3. When (what time) the punch(es) or adjustment(s) should have been for.
4. Person who can attest attendance (Administrator overseeing staff development, Teacher of record, etc)
5. If an employee attended a staff development workshop, proper forms must be completed and submitted to the department/building Supervisor documenting attendance.

All edits should be made within 24 hours. All edits must be made prior to Approver and Secretary leaving for school breaks or scheduled leave time (eg: Fall Break, Winter Break, vacation). The electronic timekeeping systems record times of when edits are performed as part of the audit trail. Secretary must include employee communication in the comments section of the edit.

Example of comment: Rc'd email from ee on 1/1/20 that missed punch was due to sd.

Employees with an excessive amount of missed punches and/or adjustments may face disciplinary action up to and including termination.

RESPONSIBILITIES OF EMPLOYEES, SECRETARIES, & APPROVERS

ELECTRONIC TIMECARD APPROVAL:

At the end of each pay period, Approvers are required to approve employee time worked and leave time recorded for the pay period by entering the approval in the Frontline or Synovia systems. By approving electronically, approvers are attesting to the best of his/her knowledge that the information submitted is complete and accurate. Approvers are responsible for inaccuracies or omissions of which he/she is aware at the time the electronic timecards are approved and submitted. Approvers may be subject to disciplinary action, up to and including termination for approving any inaccurate information in the system.

DEADLINES:

The time frame that exists for all time and attendance records to be properly processed for the pay period is **NOON** the business day following the end of the pay period. Failure of Secretary and Approver to adhere to the guidelines as stated will be considered cause for disciplinary action, up to and including termination. All timecards must be reviewed and approved by the department/building approval/designee.

When a TSC observed holiday falls the day following the end of the pay period, timecards must be approved after the last shift for that pay period. The deadline for payroll to be submitted to Payroll after a holiday is 9:00 am the day following the holiday.

WORK SCHEDULES:

It is the responsibility of the respective department/building to submit the work schedules for new hires to the Personnel department for entry into the electronic timekeeping system. The Secretary for Synovia will enter his/her respective department work schedules directly into the timekeeping system. Non-Exempt and Exempt employees' schedules are determined based on the requirements of the department/building. All full-time and part-time employees, if scheduled, are required to take a duty-free lunch period away from their work area, **unless pre-approved by his/her supervisor.**

AUTOMATIC MEAL DEDUCTIONS

Automatic meal deductions will be set up for all Non-Exempt employees. Employees must leave their work area to take daily lunch breaks. Employees cannot take a working lunch break. Lunch must be duty free. Unless pre-approved by the Supervisor all employees must take a lunch break. If an employee receives prior approval to work through his/her lunch period, the Secretary must make an

adjustment in the timekeeping system to pay the employee for the time worked. A comment must be made in the timekeeping system as to the reason for the working lunch.

EXEMPT & NON-EXEMPT EMPLOYEES AND OVERTIME PAY

Exempt employees who work less than his/her approved work schedule are required to substitute approved leave to make up the difference, if available. Leave day accruals must be used in either ½ day or full day increments. If leave time is unavailable to utilize, exempt employees will be “docked” from his/her gross wages, in either ½ day or full day increments the amount of leave day accruals that are unavailable.

Non-exempt employees who work any time in excess of his/her work schedule must receive Supervisor approval before working additional hours. All additional time must be **pre-approved** by the department/building supervisor **before** working. Supervisors may approve up to 1 hour (2 hours in case of a 2 hour delay) without additional approval from the Personnel office. The secretary must include a comment in indicating the approval and by whom.

FLSA only requires that employers pay overtime for hours worked in excess of 40 per week. The TSC will pay overtime (regular hourly rate + ½ hourly rate as premium) for all hours **paid** in excess of 40 per work week. During busy periods, the employer may require employees to work extended hours. Supervisors who authorize employees to work additional hours without prior approval from the Personnel Office will be subject to disciplinary action. Supervisors who continually rely on the use of additional hours to complete a week’s work without it being deemed as extenuating circumstances by the Personnel Office will be subject to disciplinary action.

An employee **may not** accumulate additional hours of pay by arriving early or leaving late **unless specifically pre-authorized by his/her supervisor**. If a non-exempt employee has accumulated **unapproved** hours beyond his/her work schedule in the course of a week, he/she may be required to leave work early. Employees should be properly prepared to work once he/she clocks in for the day. Disciplinary action will occur for recurrence of non-compliance with this policy.

The TSC’s work week begins on Sunday 12:00 am and ends on Saturday 11:59 pm. Overtime accrual will begin anew every Sunday. An employee must work the day of any earned overtime in order to qualify for payment of overtime. (Example – a custodian cannot request to take off and be paid for leave time during regularly scheduled hours and then come in to work after hours in order to be paid for overtime.)

TIME OFF REQUESTS & EMPLOYEE ACCRUALS

The employee must enter the requested paid time-off into Frontline or request the secretary enter into the Synovia timekeeping system, before the time is actually taken. If the employee was unable to

request the time off in advance, the employee must email the department/building supervisor and the department/building supervisor will email the Secretary of what edit needs to be made to the employee's timecard.

Frontline's Absence Management will track (vacation, sick, general, etc) for all employees with the exception of bus drivers and bus monitors. Available leave days are available in both the Frontline system, if applicable, the payroll portal, and employee pay advice. Employees are not paid for time not worked in excess of the available balance. Employees are only allowed to take leaves in full or ½ day increments. Employees will only be allowed to use leave days enough to equate a scheduled working day. If the non-exempt employee works a varied schedule from day to day, the employee will only be allowed to use leave days enough to equate to 1/5th of the workweek. Employees should see the Support Staff Wage Rates and Benefit Schedules for more information in regards to the 1/5th rule.

Support Staff employees should review the Wage Rates and Benefit Schedules for Support Staff for leave day accruals. Teachers should review the most current Master Contract for leave day accruals.

Vacation/Sick/Family Illness/General/Bereavement: An employee may schedule vacation, sick, family illness, and/or general leave days in advance with supervisor approval, using Frontline's Absence Management (if applicable). The pre-scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when leave time has been scheduled, he/she will need to notify his/her supervisor to edit the leave/timecard. If unable to schedule the leave in advance, the employee should submit via email to his/her supervisor a request for the leave day. The supervisor will submit the approved leave day to the Secretary for entry into the electronic timekeeping system. Employees must use leave days in full or ½ day increments. Employees will not be paid for hours in excess of the regularly scheduled work day.

For family illness requests, employees must supply the name and relationship of the family member as well as where the family member resides. This information must be entered into the comment field in the timekeeping system.

For bereavement requests, employees must supply the name and relationship of the family member. This information must be entered into the comment field in the timekeeping system.

Compensatory Time: Compensatory time is earned in lieu of being paid overtime. Compensatory time is earned at one and one half hour for every hour worked in excess of 40 hours. Overtime can be moved to compensatory time as long as the available balance does not exceed 20 hours. An employee may schedule compensatory time, in advance, with Supervisor approval, using Frontline's Absence Management. The pre-scheduled hours will appear automatically on the employee's timecard and schedule. An employee may only take comp time in ½ day increments and cannot exceed ½ day at any one time. Any unused compensatory time earned and not used during the fiscal year (July – June) will be paid out at the employee's current pay rate. Not all employee groups are eligible for compensatory time in lieu of overtime compensation. Please refer to the Support Staff Wage Rates and Benefit Schedules for information on which groups are eligible.

Jury Duty: Employees who present jury duty notices to their supervisors will be granted leave with regular pay for the day(s) when service is rendered. Employees will need to enter a leave request in Frontline's Absence Management for the jury duty leave. Any pay the employee receives as compensation from the court will be docked from his/her paycheck an amount equal to the current payment amount for a person serving jury duty. The employee must provide documentation from the court if he/she did not accept payment in order to avoid his/her paycheck from being docked.

HOLIDAYS & EXTRA DAYS

Holiday pay will automatically be applied to eligible employees in the timekeeping systems. Refer to the Support Staff Wage Rates and Benefit Schedules for eligibility requirements.

When requesting time off for an Extra day, please record this day as an extra day and add a comment to show that this is an approved extra day per the Support Staff Wage Rates and Benefit Schedules.

When a TSC observed holiday falls on the day after the pay period ends, Supervisors must approve timecards after the last shift ends for that pay period. The deadline for final approvals to be submitted to payroll will be 9:00 am following the holiday.

PAYROLL ADJUSTMENTS

If an employee is not fully compensated for the payroll period because of a data input error or a missed punch, please contact the department/building Secretary first to verify accuracy of data submitted to the payroll office. If there is an error that needs to be corrected, the Secretary will contact the Payroll office for processing of a correction, if necessary.

CLOCK OR SYSTEM PROBLEMS

In the case of a system malfunction or power outage, the Secretary or Supervisor should immediately contact the Personnel office. If this situation is to occur, the Secretary will need to make adjustments for all employees affected. A comment should be entered in regards to the adjustment being entered due to a technology error.

Order of contact relating to clock or system problems:

- Employee will contact department/building Secretary or Supervisor
- Secretary/Supervisor will contact Personnel Office
- The Personnel Office will contact Technology and/or Building and Grounds, if needed.
- The Personnel Office will contact system vendors, if needed.

Timekeeping issues should **NOT** be directed to the Technology department. Please contact your department/building Secretary or Supervisor who will contact Personnel. If the Personnel office cannot resolve the issue, he/she will communicate with other departments and/or vendors for a resolution.

LOST OR DAMAGED ID BADGES

Contact the Building and Grounds Department (765) 269-8420 if an employee badge has been lost or damaged. If a badge is suspected to have been stolen, report this immediately to the Personnel department so that the badge number can be deactivated. A new badge will be issued to replace the stolen badge. Badges may be replaced for a \$25.00 replacement fee.

LATE START/EARLY DISMISSALS

Employees should clock in/out for late start and/or early dismissal days due to inclement weather. Employees run the risk of not being paid accurately if he/she fails to punch in/out. If an employee fails to punch in/out, the Secretary must manually enter the punch. Frequent offenses may result in disciplinary action, up to and including termination.

If an employee who would normally not report to work when TSC deems it necessary to close school for inclement weather, reports to work prior to the closing being announced; the employee should clock out and leave for the day as soon as he/she is notified of the closing. The employee will be paid for the hours he/she worked for that day.

DISCIPLINARY ACTION

Employees, Secretaries, and Approvers may be subject to disciplinary action up to and including termination for the following:

- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.
- Punching in/out for another employee (a.k.a. “buddy punching”) will also be considered a serious offense, with both employees subject to disciplinary action up to and including termination.

- Possession of another employee's badge at any time.
- Interfering with another employee's use of time clocks.
- Falsifying another employee's clocking transactions and failure to use the electronic timekeeping system properly.
- Failure to promptly verify and reconcile time and absence records in accordance with policies and procedures.
- Falsification of hours actually worked.
- Excessive missed punches without a valid (specific) reason.
- Excessive number of timely approvals.

Please contact the Chief Financial Officer if any problem results from non-compliance of the system policies.