



2022-2023

Non-Exempt Employees
Guide to Payroll Matters
And
UKG Workforce Ready
Timekeeping Guidelines

TABLE OF CONTENTS

Introduction.....	3
General.....	3
Pay Dates	3
Verification of Pay	3
Delivery of Checks	3
Pay Upon Separation from the District	4
Employee Service Calendars	4
Name/Address Changes	4
Processing of IRS W-4 Forms	4
Employee Responsibilities	4
Overtime.....	5
Eligible Employees	5
Definitions of Work	5
Overtime Approval	5
Compensatory Time	5
Payment of Overtime	5
Time and Attendance.....	6
Reporting Hours Worked	6
Compensation for Travel	6
Compensation for Training	6
Continuing Education – Licenses/Certification	7
Payment of On-Call Time	7
Extra-Help Compensation.....	7
Leave Policies.....	7
Reporting Leave	7
Full-Day and Half-Day Postings	7
Leave Time During the Summer	8
Leave Types Defined	8
Recording of Leave and Order of Usage	9
Leave Balance Carry-Over	10
Additional Local Leave	10
Social Security Statement.....	11
UKG Workforce Ready Timekeeping Guidelines	12
Overview	12
Official Time	12
Methods for Reporting Time	12
Daily Clock In/Clock Out	12
Failure to Clock In/Out	13
Rounding Rule	13
Falsification or Tampering	13
Lost or Missing Identification Badge	14
Time Clock Problems	14
Types of Pay (Regular, Supplemental and Overtime)	15
Flex Time	15
Working from Home	16
Absences	16
Employee Responsibilities	16
Acknowledgement of Understanding.....	17

NON-EXEMPT EMPLOYEES **GUIDE TO PAYROLL MATTERS**

INTRODUCTION

This document is provided to assist non-exempt employees in understanding payroll policies, procedures, and practices. Non-exempt employees are defined as employees whose pay is based on an hourly rate and are subject to the stipulations of the Federal Labor Standards Act (FLSA). Non-Exempt employees must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one and a half times their hourly rate for hours worked beyond forty each week.

In this booklet you will find important information regarding payroll policies and procedures that we hope will answer any questions you have. We encourage you to keep the booklet handy to use as a reference throughout the year.

There is an important acknowledgement located in the back of the booklet which must be returned to your Campus Timekeeper Manager upon your review and signature within 5 days of receipt.

The staff is committed to providing you with professional, helpful, and courteous service.

GENERAL INFORMATION

Pay Dates

Paraprofessional, substitute employees and auxiliary employees are paid semi-monthly. Pay schedules for the year are in the Employee Handbook. The District does not provide monetary advances.

Verification of Pay

The Payroll office makes every effort to ensure that employee's pay, leave, and other information on each paycheck are correct, however, mistakes can occur. It is the employee's responsibility to review their pay information each payday for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions. This review process can be done through the Employee Access Center via the CCISD website.

Delivery of Payroll Checks

Employees are required to have their pay directly deposited to their bank accounts. The benefits of Direct Deposit include: Automatic posting of paychecks to individual's bank accounts and preventing the possibility of a lost check. Direct Deposit can be initiated by completing the Direct Deposit form which is available on TalentEd.

If for some reason, the employee receives a "live check", the check is mailed to the school during the school year. If the "live check" is due to the fact it is being direct deposited "pre-noted", all "pre-noted live checks" are distributed by the Principal/Supervisor each payday. During the summer months, "live checks" will be mailed to the home address on file the day prior to payday.

Pay Upon Separation from the District

Employees who leave CCISD before completing their calendar year assignment will be paid according to the days worked. Checks will be deposited to the bank account on file.

Questions concerning continuation of insurance benefits (COBRA) should be directed to the Benefits Department, questions concerning TRS Distribution can be directed to the Payroll Supervisor.

Employee Service Calendars

Service calendars which reflect work schedules including required days of service and scheduled holidays are distributed each school year by the Human Resources Department and posted on the District website. A school calendar is adopted each year designating instructional and staff development days. Calendar days may not be altered in any way in lieu of time off. All scheduled workdays of an employee's service calendar must be worked or the employee must take leave time. If the employee has exhausted all leave time, they will be docked accordingly.

Name and Address Changes

Address changes and other contact information can be amended by accessing the Employee Access Center. Name changes must be submitted through TalentEd Records. Once logged in, click on Available Forms, then Name Change Request.

For name changes, required documents include a new social security card depicting the new name.

Processing of IRS W-4 Forms

Employees wishing to amend their withholding status can do so by completing a new W-4 form in TalentEd.

CCISD is not required to verify the accuracy of the information on an employee's W-4.

Employee Responsibilities

This guide is provided to the employees in an effort to assist in answering basic questions regarding payroll policies and procedures and is posted on the District's website. Periodically, it may be necessary to update this document and/or include additional information. Efforts will be made to communicate major changes to employees; however, it is the employee's responsibility to periodically review this document and be aware of any changes. Updated material can be found on the website.

As noted previously, the Payroll office makes every effort to ensure the accuracy of payroll information. Corrections of errors are handled as judiciously as possible. Employees grant the District the right to deduct from future paychecks any amount which is overpaid in error or amounts owed to the District.

OVERTIME

Eligible Employees

Under the Fair Labor Standards Act (FLSA), paraprofessional and auxiliary employees are classified as non-exempt and eligible for overtime compensation.

Overtime is legally defined as all hours *physically* worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees must physically work more than 40 total hours in a week to earn overtime compensation. For purposes of calculation overtime, the District has designated a workweek as beginning at 12:00 A.M. Sunday and ending 11:59 p.m. Saturday.

Definitions of Work

To assist employees in understanding what does and does not constitute work, the following examples are provided.

What is Work?

Examples of work include:

- Tasks completed during the regular workday
- Checking employee schedules
- Checking and/or responding to work-related email
- Responding to business phone calls or visitors
- Organizing your work area (including filing)
- Emptying trash cans or washing dishes

What is Not Work?

Examples of activities not considered work (even if completed at work) include:

- Checking personal email
- Making or responding to personal phone calls
- Talking with co-workers about topics unrelated to work
- Making coffee or snacks for employees
- Reading the newspaper or drinking coffee or another beverage

Overtime Approval

Authorization to work beyond an employee's regular work schedule must be obtained *in advance* by the employee's supervisor. Non-exempt employees are not permitted to simply clock-in early or clock-out late without supervisory approval.

Compensatory or "Comp" Time

The district ***does not*** allow employees to accrue overtime worked in a compensatory leave bank. However, supervisors have the option to allow employees time off in lieu of overtime if the time off is provided *within the same work week*, which is called Flex Time. As noted previously, the district has designated a workweek as beginning Sunday and ending Saturday. Employees are not allowed to work time to cover time off in another work week.

Payment of Overtime

Overtime is calculated at 1.5 times the employee's regular rate of pay. Hours worked in excess of the employee's schedule, but less than 40 hours, are compensated at the employee's regular rate of pay. Overtime is included on the paycheck that corresponds to the pay period in which overtime was incurred. Pay schedules are posted on the district's website.

TIME AND ATTENDANCE

The standard hours and days per year for non-exempt employees are reflected on their individual pay sheets (issued by the Human Resources Department at the time of hire). Any hours worked in excess of those will be paid at the appropriate rate; any hours not worked or not covered by leave will be deducted from their pay in accordance with the Fair Labor Standards Act (FLSA).

Reporting Hours Worked

Non-exempt employees are required to follow the UKG Workforce Ready Electronic Timekeeping Guidelines Procedures. Time detail is based on the UKG Workforce Ready time and attendance records. Each employee is responsible for completing any necessary forms for time corrections and/or absences. A Timekeeper Manager may not, under any circumstance, edit an employee's time sheet without the required UKG Workforce Ready Authorization form, signed by their supervisor. These forms must be submitted to the Manager within three days of the error.

Any disagreements with the official time detail record should be reviewed with the employee's supervisor, who must authorize any changes to the timekeeping record.

Non-exempt employees are obligated to record actual hours worked. Should a supervisor request an employee to work "off the clock" or otherwise instruct him/her to work without recording time, the employee must report this incident to Human Resources. Failure, by a non-exempt employee, to comply with this requirement may result in disciplinary action up to and including termination.

Compensation for Travel Time

One Day Travel

All time spent traveling as part of a one-day work assignment or training in another location is compensable even if this time occurs outside the normal work schedule. However, time spent traveling from home to the local airport, bus depot, mass transit center, assigned workplace, or point of departure, is not compensable. Mealtime or travel time to and from lunch during the one-day assignment or training is not compensable if no work is performed.

Overnight Travel

For overnight trips, compensable time depends on the nature of the travel and the time it occurs. If the traveling occurs during normal working hours, the time is compensable, even if it occurs during nonworking days (Saturday, Sunday, or holidays). Traveling as a passenger on an airplane, train, bus, or in an automobile is not compensable time if it occurs outside of normal working hours, unless the employee is required to perform work while traveling.

If an employee is driving a vehicle, the time is compensable regardless of when the travel occurs. Meal periods or periods when the employee is sleeping are not compensable.

An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Compensation for Training

Training time including attendance at workshops, conferences, meetings, and lectures is considered work time and should be included as hours worked if attendance is required and has been *pre-approved* by the supervisor.

Continuing Education – Licenses/Certifications

The District employs numerous non-exempt employees in positions which require a license or certification. Typically, in order to maintain proficiency and renewal of the license/certification, continuing education classes are required. Training time incurred to meet the requirements of license/certification is only required to be compensable if performed during regular work hours. Regular work hours are defined as the hours in which an employee is scheduled to work within their assigned employee service calendar.

Additional procedures may be in place specific to department requirements and/or individual circumstances.

Payment of On-Call Time

Compensation for “on-call” and “call-out” times 1. Staff members designated as “on-call” will receive two hours of compensation at their hourly rate for each date served that is not on their assigned calendar. If staff is called in, time beyond two hours will result in compensation for actual time worked. 2. Staff members not designated as “on-call” will receive a minimum of two hours for each call-out received. Time beyond two hours will result in compensation for actual time worked.

EXTRA HELP COMPENSATION

Non-exempt employees who perform duties outside their assignment must record actual hours worked. These additional duties will be compensated at the employee’s regular hourly rate up to 40 hours and 1.5 times the regular rate for hours physically worked over 40 within the workweek. Non-exempt employees may not receive stipends for work performed. In addition, non-exempt employees may not *volunteer* in positions similar to their assignment (i.e., teacher aide helps with reading group after school). They must be compensated at their regular hourly rate and paid overtime where applicable.

LEAVE POLICIES

The following is provided as a summary of the district’s leave policies. For more specific information, refer to Sections DEC, DEC (LOCAL), DEC (LEGAL) and DECA (LEGAL), DECB (LEGAL), DEC (REGULATION), of Board Policy.

Reporting Leave

Non-exempt employees are required to record absences via the UKG Workforce Ready Timekeeping System. This is accomplished by completing an “Authorization to Change UKG Workforce Ready Time Detail Record” form and submitting it to the Time Manager/Supervisor at the campus or department.

Employees whose positions have been authorized to have a substitute are also required to call the AESOP system (Substitute system) so that a replacement can be found. The AESOP system should be called at least one hour before the scheduled report-to-work time. If an absence occurs within one hour of the assigned report-to-work time, report the absence to your home campus or the substitute office. The use of the AESOP system does not relieve the employee of the responsibility to notify the campus principal or supervisor.

Full and Half Day Postings

Employee leave is granted on the basis of full-day or half-day. **Leave cannot be taken in hourly increments.** (Part-time positions receive leave that is commensurate with their work schedule. For instance, half-time employees are charge one leave day for missing one workday.)

Leave charged at full day and half-day increments are applied as presented (37.5 hour week employees):

- 0 – 3.75 hours are charged a half day leave
- 3.75+ hours are charged a full-day leave

Leave charged at full day and half day increments are applied as presented (40 hour week employees):

- 0 – 4 hours are charged a half-day leave
- 4+ hours are charged a full-day leave

Leave Time during Summer Work Schedule (Mon-Thurs)

½ day absences (Personal Business or Sick Days) for the Summer Work Schedule are still only issued as 3.75, which is half of a 7.5 hour workday, (4hrs for 8hr/day employees). Full days are deducted as 1.25 days of Leave time.

If your work schedule is 9.5 hours Monday through Wednesday and if you take a half day on any of those days, you will need to work 5.75 hours that day (until 12:45) and then your half day will be applied as 3.75 so your total for the day will be 9.5 hours.

For Thursdays, you work 9.0 hours and leave at 4:30. If you want to take a half day on Thursdays, you will need to work 5.25 hours that day (until 12:15) and when your half day (3.75 hours) is applied your total will be at 9.0 hours.

If you take a full day, it is actually 1.25 days. You will need to take 1 full day and then .25 of another. Please keep this in mind when completing your Leave Request forms (Non-Duty, Personal, Sick).

This does not apply to ESC 230 Day July 1st Calendar employees.

If you have any questions, please see your Timekeeper Manager for your schedule.

Leave Types Defined

Leave is advanced in July of each year.

Sick Leave (Local/State) – Local and state sick leave may be used for illness of the employee; illness of a member of the employee’s immediate family; or death in the employee’s immediate family. Refer to Board Policy DEC (Local) for a definition of the term “immediate family”.

Personal Leave (State) – State personal leave may be taken at the employee’s discretion in accordance with the guidelines outlined in DEC (Regulation).

Non-Duty – Non-Duty leave is available for 230 day employees and 220 day custodial staff and must be used within the school year and is subject to supervisor’s approval. See also DEC (Local).

Long Term Medical Leave – There are a variety of medical leaves of absence that are available depending on various factors such as date of hire, number of hours worked, job classification, etc. Employees on an extended medical leave of absence of five days or longer are required to apply for a leave of absence through the Human Resources Department (281-284-0235). Forms for applying for medical leave are available on the Employee Portal. Employees who anticipate exhausting their sick

leave while out on extended medical leave should contact the CCISD Payroll Department to determine how their paychecks will be affected.

Workers Compensation

Employees who are injured during the course and scope of their employment may be eligible for income benefits from Worker Compensation once they have been unable to work for at least seven calendar days. Workers Compensation income benefits are often less than 75% of pre-injury wages; therefore, employees are instructed to indicate whether they wish to supplement their lost wages through the use of a portion of their leave. The combination of sick leave and Workers Compensation wage benefits may not exceed more than 100% of the employee's pre-injury wage. Employees elect to use or not to use their sick leave on the form used for reporting their injury.

“Friends Helping Friends” – “Friends Helping Friends” is a voluntary program designed to enable employees to donate sick leave days to a full-time Clear Creek ISD employee in the event of an unforeseeable, catastrophic illness or injury (cancer treatment, chemotherapy, heart surgery, etc.) to the employee or member of the employee's immediate family. The medical qualifier will be an Outlier Threshold of thirty (30) or more on the Diagnosis Related Groups (DRG) found in the Federal Register. A copy of this list is available through the Employee Benefits Office (281) 284-0230. The immediate family is defined as the spouse, children, parents, and any other persons claimed as dependents on the employee's most recent tax return.

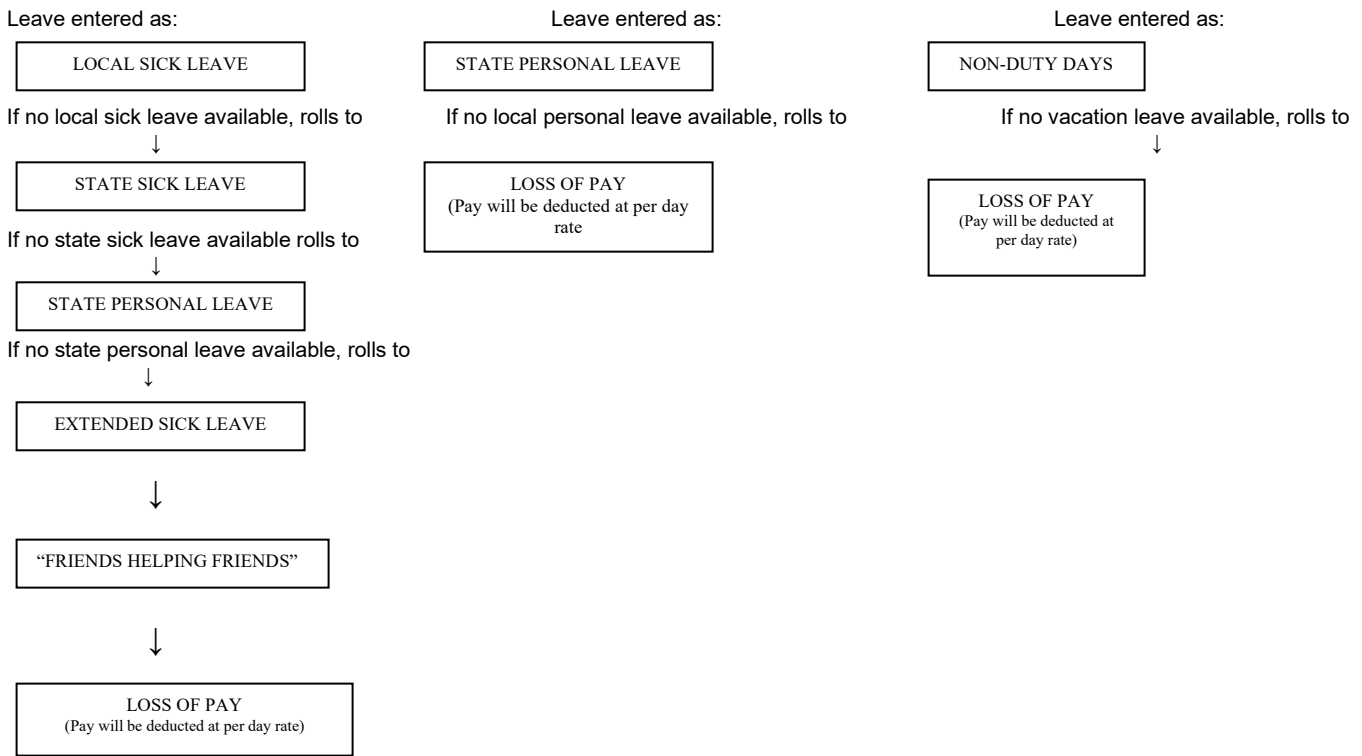
Days may be requested by the receiving employee only after he/she has exhausted all his/her accumulated paid leave days. The maximum number of days received through “Friends Helping Friends” program may not exceed 45 days during a school year. The school year is defined as August through July of the following year. Please contact your Principal, site Supervisor, or the Human Resources Department, if you believe you qualify for this type of assistance.

Recording of Leave and Order of Usage

Leave is posted based on information provided through the UKG Workforce Ready Timekeeping System. Leave will not be changed later if incorrect information was submitted. Therefore, it is imperative that the reason given for the absence is accurate and employees are aware of the order of usage as outlined in the diagram listed on the next page. The initial submission of the leave type determines how leave is applied based on the balance in leave banks.

If an employee takes leave in excess of the amount earned, the employee's pay will be deducted for the time missed based on their pay rate.

Leave Order of Usage



Leave Balance Carry-Over

State personal leave and state equivalent sick leave balances earned at other Texas school districts will be carried forward to CCISD. Transfer of unused leave is based on an employee’s service record.

Additional Local Leave

All full-time employees shall earn an additional five, six, or seven equivalent workdays of local sick leave per school year, for the positions that normally require ten, eleven, or twelve months of service, respectively. For employees in positions requiring ten months of service, local sick leave shall accrue concurrently with state leave. For persons in positions requiring 11 or 12 months of service, the first five days of local sick leave shall accrue concurrently with state leave; the additional one or two days shall accrue at the rate of one day per month for each month worked over ten months.

State leave and local sick leave shall accumulate to the maximum number of workdays in the employees’ usual work year and shall be taken with no loss of pay. When the employees’ accrued state leave reaches the maximum number of days, the employee shall no longer earn local sick leave. State leave will continue to accrue without limit.

**INFORMATION ABOUT SOCIAL SECURITY FORM SSA-1945,
STATEMENT CONCERNING YOUR EMPLOYMENT IN A JOB NOT COVERED
BY SOCIAL SECURITY**

New legislation [Section 419 © of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect any possible Social Security benefit entitlement as a spouse or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online in TalentEd or at the Social Security website, www.socialsecurity.gov/form1945. Paper copies can be requested by email at oplm.oswm.rqct.orders@ssa.gov or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.

UKG Workforce Ready Electronic Timekeeping Guidelines

(Formerly Kronos Workforce Ready)

Overview

Clear Creek Independent School District utilizes the UKG Workforce Ready electronic timekeeping system in order to automate the timekeeping process and to stay in accordance with the Fair Labor Standard Act (FLSA). This system will be used by all non-exempt employees of the District.

Official Time

In order to ensure consistency of treatment for employees, the data recorded in the timekeeping system 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.

Absences (e.g. personal, sick days) will be entered by the Campus Timekeeper Manager.

Methods for Reporting Time

The terms “clock in”, “punch in” and “swipe in” or “out” have the same meaning. They refer to the action whereby an employee slides his/her ID badge through the slot on a time clock which reads the employee’s badge number and transmits this information to the UKG Workforce Ready timekeeping database. Employees may also use the time stamp method by accessing the website:

<https://secure.saashr.com/ta/6002906.login>

Your user name is the same as your district username and your password is temporarily set as the last four digits of your social security number. Please verify your username with your Campus Timekeeper Manager to see if your user name follows this convention. If this is the first time you are accessing the system, you will be prompted to change your password. Please write your password down and retain it. Your password cannot be looked up. If you forget your password, please see your Timekeeper Manager in order to have it reset.

Instructions on how to login for the first time can be found on the district’s website under the Employment tab and then the UKG Workforce Ready tab.

The UKG Workforce Ready website can also be used at any time, from a district computer, to check your timesheet for the current pay period as well as previous pay periods. It is your responsibility to monitor your timecard on a daily basis and advise your Campus Timekeeper Manager of any missed punches or discrepancies. If you have a missed punch or discrepancy, please complete a UKG Workforce Ready Authorization Form as soon as possible and turn this in to your Timekeeper Manager **within 3 days.**

Daily Clock-in/Clock-out

It is a job requirement that ALL non-exempt employees MUST “clock-in” in the morning, and “clock-out” at the end of the work day at their assigned work site, unless authorized by a supervisor.

Other requirements include:

- Employees should not clock in before their scheduled starting times (unless the employee has Supervisor approval for early arrival).
- Employees clocking in after their scheduled starting time will be recorded tardy (unless Supervisor has approved late arrival).

- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall either “make-up” that time during the same work week or the time not worked will be docked from their pay.
- Each employee shall clock in and out for lunch breaks. Lunch period should be a minimum of 30 minutes. CCISD is not set up on automatic lunch deductions.
- All non-exempt employees leaving campus site for any personal reason during the day must clock out when leaving their assigned location, and clock in when they return to their assigned location.

Failure to Clock In/Out

No more than two times a week or a pattern of failing to clock in and out correctly on a regular basis could result in disciplinary action up to and including termination.

Rounding Rule

The UKG Workforce Ready Timekeeping system works on a 7 minute rounding rule. An employee’s daily total is rounded to the nearest 15 minute interval.

Falsification or Tampering

- Working prior to clocking in or working after clocking out without the proper approvals will be considered a serious offense, subject to disciplinary action up to and including termination. Employee’s supervisor would change the time sheet to reflect the hours worked away from an employee’s work-station. (Example: Working at Home)
- 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 for an absent 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.
- No employee should be in possession of another employee’s badge at any time.
- Anyone interfacing with other employees’ use of time clocks shall be subject to disciplinary action.

To tamper with UKG Workforce Ready equipment, interfere with use of the clocks, or punch in for someone else will be considered a serious offense. Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination.

In the event an employee fails to clock in or out at any time during a workday, they must complete a UKG Workforce Ready Authorization Form, have it signed by their administrator and submitted to their campus Timekeeper Manager (principal’s secretary) **within 3 days** to have their timesheet corrected/edited.

Excessive failure to clock in/out may result in disciplinary action up to and including termination.

A campus Timekeeper Manager may not edit an employee's timesheet at any time without an Authorization form, signed by the employee and their supervisor. This offense can result in disciplinary action up to and including termination.

Lost or Missing Identification Badge

- Employees are required to wear their badges at all times while on duty. Any lost badges must be immediately reported to the responsible supervisor or designee, who will report the loss to the Human Resources Department and obtain a new badge as soon as possible.
- All badges should be cared for and maintained in such a manner as to ensure proper function, as well as appearance. These cards have a slot punched to attach a clip or lanyard and no other holes, large or small, can be made in these cards or it will damage the keyless entry technology embedded within the card. Do not leave the badge in the sun or allow it to be demagnetized.
- If an employee forgets their badge or it is lost they may clock in/out using their Employee ID Number or Social Security number on the time clock's key pad.
- Excessive forgetting or loss of badge may be cause for disciplinary action.

Lost badges should be reported to the Human Resources Department. Employees must obtain a new badge within 3 working days. If an identification badge is lost, stolen, mutilated or mistreated to the point that it no longer functions properly, and then a replacement fee will be assessed. The fee is as follows:

- A. Keyless entry capable type \$8.00
- B. Non-keyless standard type \$2.00

If any badge requires replacement for the following reasons, then a replacement fee will not be assessed:

- A. Normal wear and tear that would be associated with the duties of the employee
- B. Total failure on the part of the badge to function with the KRONOS time clocks.
- C. Employment change within the district or name change that would require a different ID badge.
- D. In all of the above situations, the old badge must be surrendered upon request for a replacement badge or a replacement fee will be assessed.

Time Clock Problems

If any employee is unable to punch in or out due to a time clock malfunction, it is the employee's responsibility to report it to their campus KRONOS Timekeeper Manager. The secretary will notify the UKG Workforce Ready Specialist of any time clock problems.

Types of Pay

Regular

- The normal workday for full-time employees is 7.5 hours/day, 37.5 hours/week (with the exception of some Technology and ESC employees, working 8 hours/ day and 40 hours/week and Part-time employees).
- Hourly employees will be paid for actual hours worked and will receive lunch breaks.

Starting and ending times are as specified in each employee's normal schedule, assigned by the supervisor.

Supplemental Pay and Overtime Pay

There is a difference between Supplemental Pay and Overtime Pay. Most non-exempt employees work a 37.5 hour workweek. Overtime is only calculated when an employee works more than 40 hours in a work week. If an employee works 37.5 hours and additional time up to 40 hours but not more than 40 hours, they are compensated at their base hourly rate of pay (daily rate divided by number of hours scheduled to work per day, 7.5).

Example: Employees hourly rate is \$15.00
Employee works 37.5 hours
 $\$15.00 \times 37.5 = \562.00

Employee works 38.75 hours
 $\$15.00 \times 38.75 = \581.00

The 2.5 hours between 37.5 and 40 will always be paid at straight time. Overtime pay does not apply until after the employee has actually worked over 40 hours/week. Note: This only applies to the total hours accumulated at the end of the week. If by the end of the week, the accumulated time for the week is over 40 hours, Overtime pay would be earned.

Overtime pay is paid at 1.5 times the employee's base hourly rate after 40 hours worked.

If an employee has taken a Sick Day, Personal Day, or District Holiday, the day is not considered as an actual time worked and overtime will not apply if the end of week total exceeds 40 hours. The employee will be paid for all hours worked and recorded and will receive straight time only.

Since Overtime or extra hours are calculated when recorded work hours exceed 40, employees should not clock in early or out late without supervisory approval.

Flex Time

With prior approval from their administrator, full-time employees may be permitted on a limited basis to extend their working hours slightly on one or more days, not to exceed 2.5 hours during a **given workweek**. This extra time would offset one or more short workdays within that same week.

For example, an employee might be permitted to work additional time on two days in order to leave 1 hour early on another day in the same week. An employee is not permitted to carry flex time over in to the next week.

It is the employee's responsibility to check their time cards to ensure they will not be short at the end of the week, resulting in docked pay. Flex time is to be used with discretion and requires approval in advance.

Working from Home

Employees are discouraged from working from home to compensate for their normally scheduled work day. If your campus/location is not accessible, you may choose another district location to work from for that day. You may clock in and out, accordingly, at that location.

Absences

For employees not on the District's substitute system (AESOP), all absences must be documented on a UKG Workforce Ready Authorization Form, Absence from Duty form, Discretionary Leave Request, or Non-Duty Form (Non-Duty days are for 230 day employees only).

As soon as an employee returns from an unscheduled absence (Absence from Duty), he/she shall fill out the required Absence from Duty form, have it approved and forward it to the Payroll Department. Copies of all approved forms must be sent to the Payroll Department immediately.

All employees on the AESOP system may report their absences through the substitute system or their Campus AESOP Manager and to their campus administrator, accordingly.

It is the responsibility of all full-time and part-time employees to call in and notify their supervisor if the employee will not be coming in to work as scheduled.

Note to campus employees: Absences entered through AESOP do not transfer over to UKG Workforce Ready Timekeeping System. It is the responsibility of the employee to notify the campus Timekeeper Manager if their absence is not recorded in AESOP and UKG.

Campus Timekeeper Managers will be responsible for entering all absences into UKG and ensuring they match with AESOP.

Partial Day Absences

For half-day or partial day absences, such as leaving during the day due to illness, the employee will be credited or debited for the actual hours worked that day. For example, if an employee worked 5 hours and then went home sick (taking ½, Sick day), the employee would be credited with an extra hour and 15 minutes of time and be paid for this at straight time. Conversely, if only 3 hours were worked before taking a ½ Sick day, which would give the employee 6.75 hours, the employee would have to use a whole Sick day, make up the time within that workweek, or be docked the time they are short.

Employee Responsibilities

Each non-exempt employee is responsible for clocking in and out according to the timekeeping rules. The timesheets are based on the UKG time clock records, and it is the responsibility of each employee to review and approve his/her timesheet to signify agreement with the data recorded by UKG Workforce Ready.

Any disagreements with the official time clock data shall be reviewed with the employee's immediate supervisor.

ACKNOWLEDGEMENT OF UNDERSTANDING

2022-2023 School Year

Please return this completed page to your campus Timekeeper Manager within five days of receipt.

This is to verify that I have received a copy of the CCISD’s Employment Guide to Payroll Matters and UKG Workforce Ready Timekeeping Guidelines. I understand that the document I received contains specific information, rules, and consequences that are extremely important to me and that I must read and complete this form to acknowledge my understanding of District guidelines and practices. I also understand that any changes to District policy or law could cause changes to the content of this document and it is my responsibility to periodically review it on the District’s website for updates and new information.

In addition, should the Payroll Office inadvertently make an error in my payroll check which creates an over payment, I hereby authorize Clear Creek ISD to deduct from future check(s) an amount equal to the error to correct the discrepancy. I also agree to allow Clear Creek ISD to collect any amounts owed by me through payroll deductions.

This completed form should be returned to your Campus/Location Timekeeper Manager **within 5 days of receipt.**

If you have questions about any information contained in this document, please contact the CCISD Payroll Department at 281-284-0000.

Employee’s Name (Please print) _____

Employee ID No. _____ Campus/Department _____

Employee’s Signature _____ Date _____