

**Policies and Procedures Meeting**

**November 28, 2018, 9:15 am Ed House**

**Agenda**

Topics of Discussion:

1. Purchasing: Toni Russo

- Requisitions: Emailing of vendor copy of purchase orders
- Webpage Additions: Buying from a NYS Preferred Source or MWBE
- Purchasing Calendar 2018-2019: Reminder

2. Timepiece: Rochelle Retleff

- Timesheet Calendar
- Translation Pay
- Sick, Personal or Vacation Time
- Approvals

3. Copy Center Procedures Follow Up: Ilka Marino

4. Open Forum:

- Discuss issues, problems and topics for upcoming meetings
- Next meeting date: Thursday, December 20, 2018

Policy and Procedure Meeting

November 28, 2018, 9:15am Ed House

SIGN IN SHEET

	<u>NAME:</u>	<u>SIGNATURE</u>
1.	Barbara Penaso	B. Penaso
2.	Grace Giffre	Grace Giffre
3.	Patricia Mincey	Patricia Mincey
4.	Susan Barnister	Susan Barnister
5.	Frances DeFreitas	Frances DeFreitas
6.	Laura Dam	Laura Dam
7.	Samantha Corbett	S. Corbett
8.	Rockelle Relfelt	Rockelle Relfelt
9.	Phyllis Paul	Phyllis Paul
10.	ELAINE FOLEY	Elaine Foley
11.	Shirley Adamiak	Shirley Adamiak
12.	Patricia Smith	P. Smith
13.	Elisha Buckley	Elisha Buckley
14.	Calby Culp	C. Culp
15.	Kathy Martz	K. Martz
16.	Elizabeth Ramos	E. Ramos
17.	Angelina Garbutt	A. Garbutt
18.	Marcia Ann Denais	Marcia A. Denais
19.	Luey Roman	Luey Roman
20.	Monica Alvarez	M. Alvarez
21.	Emilia Silva	Emilia Silva
22.	Madonna Rivera	Madonna Rivera
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		

## **Introduction:**

- Congratulations to Donna Rivera on her retirement and Deana Guarino on her new position at Ridgeway.

## **TOPICS OF DISCUSSION:**

### **Requisitions:**

#### **Emailing Vendor Copies of Purchase Orders:**

Daily, vendors are being added to emailing of vendor purchase orders. You will get an email once all vendors are added to the emailing process.

There are two things that you will need to do in order for the backup to be sent with the vendor purchase order:

1. Attach the backup to the purchase order separately from all other attachments.
  - We only want the backup attachment for the vendor to be emailed
  - Please remember to save each quote or back up attachment by the individual vendor name
2. Check the email attachment box next to the attachment you want to email with the vendor purchase order.
  - By checking the email attachment box, you are letting nVision know that is the backup that will be emailed to the vendor with the vendor purchase order
  - If the box is not checked, the backup will not accompany the emailed vendor purchase order.
  - If the box does not show when you are entering the requisition that means that the vendor is not yet set up with emailing in nVision.

\*\*\*Please see the screen shot attached for an example.

### **New on Webpage:**

#### **Buying from a NYS Preferred Source:**

School districts in NYS are required by law to purchase commodities and services from Preferred Sources first if a preferred source offering meets our needs for form, function and utility. The advantage to this type of purchasing is that you do not need to follow a competitive bid process or our purchasing policy requirement for three (3) quotes if the purchase is over \$1,000.00. You can utilize the preferred source as if it was on contract. Please get a quote and reference NYS preferred source on your requisition. The complete OGS list of preferred source offerings is located on purchasing's webpage.

The following links to NYS Preferred Sources are also on purchasing's webpage:

- NYS Department of Correctional Services Division of Industries: Corcraft
- NYS Preferred Source Program for People Who are Blind: NYSPSP
- NYS Industries for the Disabled

#### NYS MWBE

The link to access New York State's contract system directory of certified Minority and Women Owned Business Enterprises is on purchasing's webpage.

#### Purchasing Calendar 2018-2019 Reminder:

Please refer to our purchasing guidelines located on purchasing's webpage.

#### Open Forum:

- Discuss issues, problems and any questions

#### Next MEETING DATE and TOPICS for upcoming meetings:

- Next meeting date: Thursday, December 20th  
Who will be able to come, should we cancel?
- Suggestions on topics for next meeting





Office of  
General Services

ANDREW M. CUOMO  
Governor

ROANN M. DESTITO  
Commissioner

---

# List of Preferred Source Offerings

OCTOBER 2018



## LIST OF PREFERRED SOURCE OFFERINGS

**NOTE:**

The List contained herein is a listing of commodities and defined services offered by preferred sources through their facilitating entities Corcraft, New York State Preferred Source Program for New Yorkers who are Blind ("NYSPSP") and New York State Industries for the Disabled, Inc. ("NYSID"). Please contact the appropriate preferred source facilitator to obtain specifications and prices for commodities.

For services, agencies are required to provide notification describing their requirements (i.e. detailed specifications) to preferred sources or their facilitating entities, which provide the required service as indicated on the List.

If, within ten days of the notification, one or more preferred sources submit a notice of intent to provide the service in the form, function, and utility required, said service shall be purchased from the preferred source if the price meets the requirements of State Finance Law § 162 (6) or (7). If more than one preferred source submits a notification of intent and meets the requirements, costs shall be the determining factor for purchase among the preferred sources.

The preferred source shall apply to the New York State Office of General Services ("OGS") for review and approval of price reasonableness on List D service contracts having a value in excess of \$50,000. Prices for contracts valued at \$50,000 or less shall be evaluated for price reasonableness by the requesting agency.

For additional information, see NYS Procurement Bulletin - Preferred Source Guidelines.

**PLEASE NOTE:** Not all items in the catalogs are approved Preferred Source commodities or services. Purchasers should confirm with Corcraft, NYSPSP, or NYSID prior to purchase that the item has been approved for sale as a preferred source commodity or service by the State Procurement Council.

**CORCRAFT**

New York State Department of Corrections and Community Supervision  
Division of Industries

550 Broadway, Menands, NY 12204  
Phone (518) 436-6321 (800) 436-6321  
FAX (518) 436-6007 (800) 898-5895  
Web Address: [www.corcraft.org](http://www.corcraft.org)  
Vendor ID#042000082

[Link to Catalog](#)

**NYS PREFERRED SOURCE PROGRAM FOR NEW YORKERS WHO ARE BLIND**

136 State Street 2<sup>nd</sup> Floor  
Albany, NY 12207  
Phone (518) 456-8671 (800) 421-9010  
FAX (518) 456-3587  
Web Address: [www.nyssp.org](http://www.nyssp.org)  
Vendor ID#1100070977

[Link to Catalog](#)

**NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC.**

11 Columbia Circle Drive  
Albany, NY 12203  
Phone (518) 463-9706  
FAX (518) 463-9708  
Email: [administrator@nysid.org](mailto:administrator@nysid.org)  
Web Address: [www.nysid.org](http://www.nysid.org)  
Vendor ID#1000001252

[Link to Catalog](#)

## ABOUT NEW YORK'S PREFERRED SOURCES

### Corcraft

Corcraft is the manufacturing program of the New York State Department of Correctional Services. Corcraft's mission is to support the Department's mission in four key areas:

1. Keeps inmates employed to help prevent disruption
2. Helps offset the cost of incarceration
3. Teaches work disciplines
4. Helps address taxpayer expectations that inmates do something productive while incarcerated.

In addition, Corcraft provides training, work experience and a work ethic to help inmates return to their communities prepared for employment.

Corcraft produces approximately 300 products for office, institutional and educational markets in the following categories:

- License plates
- Office, educational and institutional furniture and equipment
- Textile and apparel goods like bedding and uniforms
- Printing and signage
- Soap and janitorial supplies
- Eyeglasses

These products are produced in 30 shops in 15 correctional facilities. Corcraft is restricted to selling its products to its own Department, state and local governments, public schools and universities, and eleemosynary not for profits. Corcraft must win customers through competitive pricing, high quality and excellent service.

### **New York State Preferred Source Program for New Yorkers who are Blind (NYSPSP)**

The mission of NYSPSP is to create meaningful employment opportunities for New Yorkers who are blind through the purchase of products and services by New York State agencies, political subdivisions, and public benefit corporations. Purchases from our ten affiliated agencies across New York State support the employment of people who are blind, which have traditionally been unemployed at a rate of almost 70%. These jobs pay competitive wages and create taxpayers while strengthening employees' lives and your communities.

We offer a wide range of quality products such as office, cleaning, medical, safety, kitchen, bedding, maintenance, and emergency supplies as well as business services including call center, mailing, document imaging, transcription, and warehousing. Government entities can easily procure products and services through us saving time and resources.

In addition to the products we manufacture from scratch, like mops and brooms, we also utilize a supplier network for unfinished goods and materials that includes New York State small businesses, minority- and woman-owned businesses and service-disabled veteran-owned businesses. Like New York State government, our goals are to improve the lives of New Yorkers, create new taxpayers, and help fuel the economic engine of the Empire State.

Despite continued gains in employment, people who are blind remain one of the State's greatest untapped labor resources. New York's Preferred Source Program provides employment and upward mobility for our workforce and is a model for the nation. Thank you for making a difference in the lives of New Yorkers.

*NYSPSP is a related NYS 501(c)(3) corporation to National Industries for the Blind and is designated by the NYS Office of Children of Family Services (OCFS) / NYS Commission for the Blind (NYSCB) to manage the program pursuant to State Finance Law § 162.*

(Continued)



## ABOUT NEW YORK'S PREFERRED SOURCES

### New York State Industries for the Disabled (NYSID)

MISSION: Advancing employment and other opportunities for individuals with disabilities

New York State Industries for the Disabled, Inc. (NYSID) satisfies the purchasing needs of state agencies, political subdivisions and public benefit corporations while creating employment for New Yorkers with disabilities.

Through New York State's longstanding Preferred Source procurement initiative, NYSID's statewide network of approximately 160 charitable organizations for the disabled and private sector corporate partners have provided quality goods and services to fulfill individual government agency needs since 1975.

Together, these charitable organizations for the disabled and their private business partners are committed to employing New Yorkers with diverse abilities on contracts for data imaging, janitorial services, mailing services, temporary office and warehouse personnel and industrial laundry, just to name a few. Individuals with disabilities are also afforded employment through a wide array of contracts and purchase orders for approved products in categories such as custom apparel, janitorial, office, personal care, and much more.

The individuals who perform on NYSID services contracts and fulfill product orders acquire marketable skills that promote self-esteem and financial independence. Nearly 7,000 individuals annually realize more than \$60 million in wages working in their communities throughout New York State.



Product Search

[Search](#)

[advanced product search](#)

[Home](#) [About Us](#) [Ordering Info](#) [Vendor/Bidding Info](#) [Downloads](#) [Contact Us](#) [Login/Register](#)

Shop by Category

[Abatement Services](#)

[Apparel & Textiles](#)

[Dormitory/Institutional](#)

[Emergency Supplies](#)

[Forms](#)

[Furniture](#)

[Janitorial Supplies](#)

[Lockers](#)

[Miscellaneous](#)

[Office & School  
Accessories](#)

[Ophthalmic Eyewear](#)

[Outdoor Products](#)

[Personal Care  
Products](#)

[Seating](#)

[Security Products](#)

[Shelving](#)

[Specialty Steel](#)

[Tables](#)

[Vehicle Maintenance  
Supplies](#)



There are no items in your order.

## Featured categories



### Abatement Services



### Apparel & Textiles

- [Institutional Apparel](#)
- [Miscellaneous Textile Products](#)
- [Special Application Garments](#)
- [Shower Curtains](#)



### Dormitory/Institutional

- [Lounge Furniture](#)
- [Apparel and Textiles](#)
- [Bedding](#)
- [Beds](#)
- [Industrial Shelving](#)
- [Lockers](#)
- [Mattresses](#)



### Emergency Supplies

- [Furniture](#)
- [Supplies](#)



### Forms

- [DOCCS Only Forms](#)



### Furniture

- [Storage Cabinets](#)
- [Desks and Credenzas](#)
- [File Cabinets](#)
- [Metal Bookcases](#)
- [Tables](#)
- [Classroom](#)
- [Seating](#)



### Janitorial Supplies

- [Dustpans](#)
- [Cleaners](#)
- [Accessories \(Cabinets, Pumps, Bottles\)](#)
- [Floor Care](#)
- [Food Service Chemicals](#)
- [Green Cleaning](#)
- [Laundry Products](#)
- [Restroom Supplies](#)



### Lockers

- 
- 
- 
- 
- 
- 
- 
- 

Miscellaneous

Office & School



- [Waste Receptacles](#)
- [Dustpans](#)



#### Accessories

- [Bulletin Boards](#)
- [Clothing Racks](#)
- [Sit/Stand](#)
- 
- 

#### Ophthalmic Eyewear



#### Outdoor Products

- [Steel Barbecue Grills](#)
- [Outdoor Waste Receptacles](#)

#### Personal Care Products



- [Sanitizer](#)
- [Liquid Soap](#)
- [Bar Soap](#)
- [Dispensers](#)



#### Seating

- [Lounge Furniture](#)
- [Arm Kits](#)
- [Classroom](#)
- [Conference Seating](#)
- [Heavy Duty](#)
- [Mesh Seating](#)
- [Facility Seating](#)
- [Stacking](#)
- [Office/Task](#)

#### Security Products



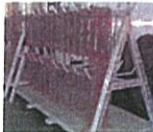
- [Secure Therapy Desks](#)



#### Shelving

- [Industrial Shelving](#)

#### Specialty Steel



- [Crowd Control Barriers](#)
- [Auto Equipment Racks](#)
- [Plow Racks](#)



#### Tables

- [Adjustable Tables](#)
- [Cafeteria Tables](#)
- [Folding Tables](#)
- [General Purpose Tables](#)
- [Nesting Tables](#)

#### Vehicle Maintenance Supplies



- [Additives](#)
- [Cleaners](#)



Corrections and  
Community Supervision

All information and materials on this site pertain to the U.S. only, unless otherwise indicated.

## NEW YORK STATE PREFERRED SOURCE PROGRAM FOR PEOPLE WHO ARE BLIND

Our phone system is currently slow. Please contact our customer care team at [customer care@nyspsp.org](mailto:customer care@nyspsp.org) for assistance.

### Product Categories

Cleaning Supplies  
EO4  
Flags  
Food Service  
Footwear  
Gloves  
Medical Supplies  
Office Supplies  
Safety Supplies  
School Supplies  
Toner Cartridges

Products

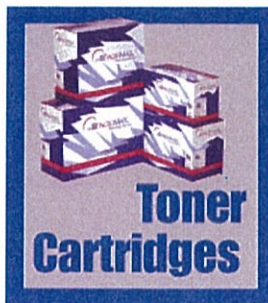
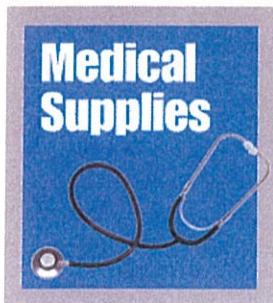
Services

FAQs

Price List

Catalog PDF

QUESTIONS: 1-800-421-9010



Click to enable Adobe Flash Player

When you purchase products and services through the New York State Preferred Source Program for people who are blind, you are helping employ hundreds of New Yorkers who are blind or visually impaired. As you browse through our selection of quality, competitively priced products and services, imagine the difference you can make by sourcing through the New York State Preferred Source Program for people who are blind!

### Should you be buying from preferred source?

Please see this link from NY SOGS for more details

<https://govbuy.ogs.ny.gov/preferred-sources-buying-strategies>



### SHOP

NYS PSP Home  
Shopping Cart  
Check Out

### ACCOUNT

Log In  
Create An Account  
Forgot Your Password?  
Change Email Address  
Change Password  
Edit Contact Information  
Shipping Addresses  
Order History

### ABOUT

About NYS PSP.org  
FAQs  
Partners  
NYS PSP Price List

### HELP

Order a Catalog  
Ordering Info  
Track Shipping  
Accessibility

US/CA AMERICA CONTACT US

©Copyright 2010-2013. National Industries for the Blind. All rights reserved.



Business and Operations Office

NYSID [New York State Industry]

https://www.nysid.org

NY Gov. ID Login

Meals and Incidentals

New York State C&E

☆

Other bookmarks

11:52 PM

11/9/2018

6,879

JOBS PROVIDED

4,293,221

HOURS WORKED

\$65 million+

IN WAGES PAID

Empowering People.  
Supporting New York.

NYSID is a not-for-profit membership organization that creates jobs for New Yorkers with disabilities.

LEARN MORE

PLAY VIDEO

GO TO STORE

OUR SERVICES

Business Support Expertise, Four Decades Strong.

OUR PRODUCTS

All your purchases make a difference, providing jobs & security for thousands.

ABOUT US

PRODUCTS & SERVICES

PROGRAMS

NEWS

MEMBER AREA





**WHITE PLAINS CITY SCHOOL DISTRICT-PAYROLL SCHEDULE**  
**2018-2019 FISCAL YEAR**

**Timesheet and Substitutes Payroll Calendar**

Payroll Period for Timesheets and Substitutes (DOES NOT INCLUDE SUMMER SCHOOL)		PAYROLL REPORT DUE AT ED HOUSE (Timesheet must be received by this date in order to receive payment)	PAYDATE THURSDAYS, EXCEPT WHERE INDICATED	Notes
FROM	TO			
6/17/18	6/30/18	7/2/18	FRIDAY 7/6/18	PRIOR YEAR CLEAN-UP PAYROLL
7/1/18	7/14/18	7/16/18	7/26/18	
7/15/18	7/28/18	7/30/18	8/9/18	
7/29/18	8/11/18	8/13/18	8/23/18	
8/12/18	8/25/18	8/27/18	9/6/18	
8/26/18	9/8/18	9/10/18	9/20/18	
9/9/18	9/22/18	9/24/18	10/4/18	First payroll for Substitutes
9/23/18	10/6/18	10/8/18	10/18/18	
10/7/18	10/20/18	10/22/18	11/1/18	
10/21/18	11/3/18	11/5/18	11/15/18	
11/4/18	11/17/18	11/16/18	11/29/18	Please submit by FRIDAY, the 16th due to the Holiday
11/18/18	12/1/18	12/3/18	12/13/18	
12/2/18	12/15/18	12/17/18	12/27/18	
12/16/18	12/29/18	12/31/18	1/10/19	
12/30/18	1/12/19	1/14/19	1/24/19	
1/13/19	1/26/19	1/28/19	2/7/19	
1/27/19	2/9/19	2/11/19	2/21/19	
2/10/19	2/23/19	2/25/19	3/7/19	
2/24/19	3/9/19	3/11/19	3/21/19	
3/10/19	3/23/19	3/25/19	4/4/19	
3/24/19	4/6/19	4/8/19	4/18/19	
4/7/19	4/20/19	4/22/19	5/2/19	
4/21/19	5/4/19	5/6/19	5/16/19	
5/5/19	5/18/19	5/20/19	5/30/19	
5/19/19	6/1/19	6/3/19	6/13/19	
6/2/19	6/15/19	6/17/19	6/27/19	
6/16/19	6/30/19	7/1/19	7/5/19	

# TIMEPIECE APPROVAL



Welcome

Logging In to Timepiece

Reviewing Employee Punches

Adding Events (Vacation, Sick, etc.)

Reporting Overtime

Submitting for Next Level Approval/Payroll

Adding or Changing a Schedule Shift

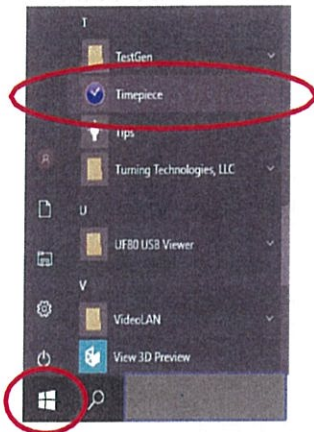
Payroll Calendar

Docking Form

Cheat Sheet



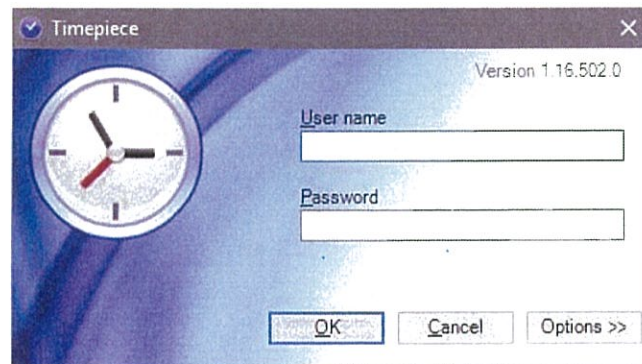
# Logging In to Timepiece



User name: same as for the computer network

Password: Wplains1

(Default – you will be prompted to change)



## Review Employee Punch

Click *Review Employee Punch* and select appropriate payroll period:

Employee Name	Emp ID	Work Sub Group	Current A. Leve Status	Approval Status	Current Approver	Approval Path	Sched Hr	Actual Hrs	Rounded Hrs	Adjusted	Event Hr	Total Hr
8835 Cler-IT	ronvelaz	1	Pending Approval	28.00	32.34	28.00	28.00	28.00				
5134 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	31.07	27.00	27.00					
8890 Cler-IT	ronvelaz	1	Pending Approval	28.00	30.19	28.00	28.00					
2284 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	24.55	21.25	21.25					
258 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	24.36	21.00	21.00					
8860 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	24.22	21.00	21.00					
5742 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	24.16	21.00	21.00					
7498 Cler-IT	ronvelaz	1	Pending Approval	28.00	24.15	21.00	21.00					
7387 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	24.10	21.00	21.00					
8859 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	24.07	21.00	21.00					
8862 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	24.06	21.00	21.00					
5785 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	24.04	21.00	21.00					
2245 Sum-IT-Cler	ronvelaz	1	Pending Approval	32.00	24.03	21.00	21.00					
7399 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	23.27	20.25	20.25					
5614 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	22.62	21.00	21.00					
5787 IT Sub-TA	ronvelaz	1	Pending Approval	32.00	16.02	14.00	14.00					
5985 IT Sub-TA	ronvelaz	1	Pending Approval									
88 IT Sub-IT-Cler	ronvelaz	1	Pending Approval									
8857 IT Sub-TA	ronvelaz	1	Pending Approval	32.00			9.00					
5977 IT Sub-TA	ronvelaz	1	Pending Approval									
7643 IT Sub-TA	ronvelaz	1	Pending Approval									
6186 IT Sub-TA	ronvelaz	1	Pending Approval									
5984 IT Sub-TA	ronvelaz	1	Pending Approval									
848 Sum-Tech-Cler	ronvelaz	1	Pending Approval									
Totals:				532.00	397.28	349.50	346.50	0.00	349.50			

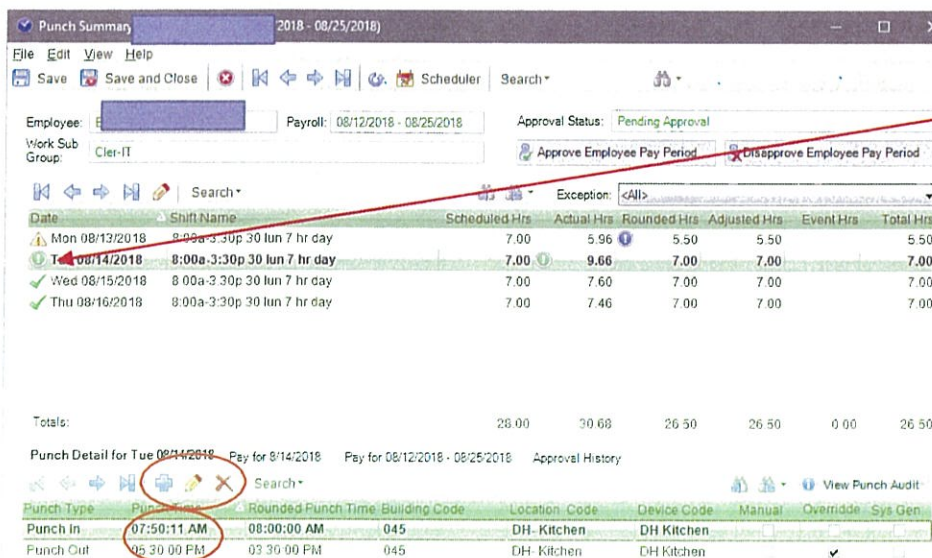
Organization: White Plains City SD User ID: ronvelaz 32 Rows Loaded

## Review the employee punches (Generally for Level 1 Approvers).

Green check box = no exceptions or punch issues and usually does not need to be reviewed further.

Any other symbols displaying next to a person's name is some sort of exception and/or punch issue that needs to be resolved. The legend is at the bottom of the screen.

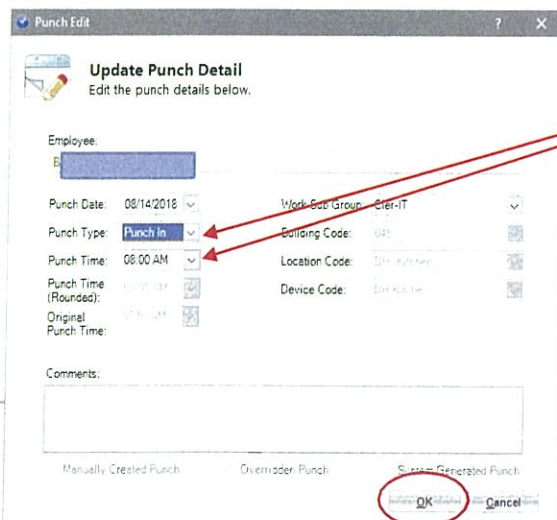
To review an employee's punch – double click the employee name in the list



Click on the date(s) with the exceptions.

The punches will appear at the bottom of screen for the date chosen.

**If** a punch needs to be adjusted, click on Punch In, Punch Out, etc. and click the Pencil to edit the punch or Blue Plus Sign to add a punch or the Red X to delete a punch.



Verify the Punch Type and adjust punch time if necessary.

Click OK when done.



## Adding Events

(Sick, Vacation, Personal, Etc.)

Example:

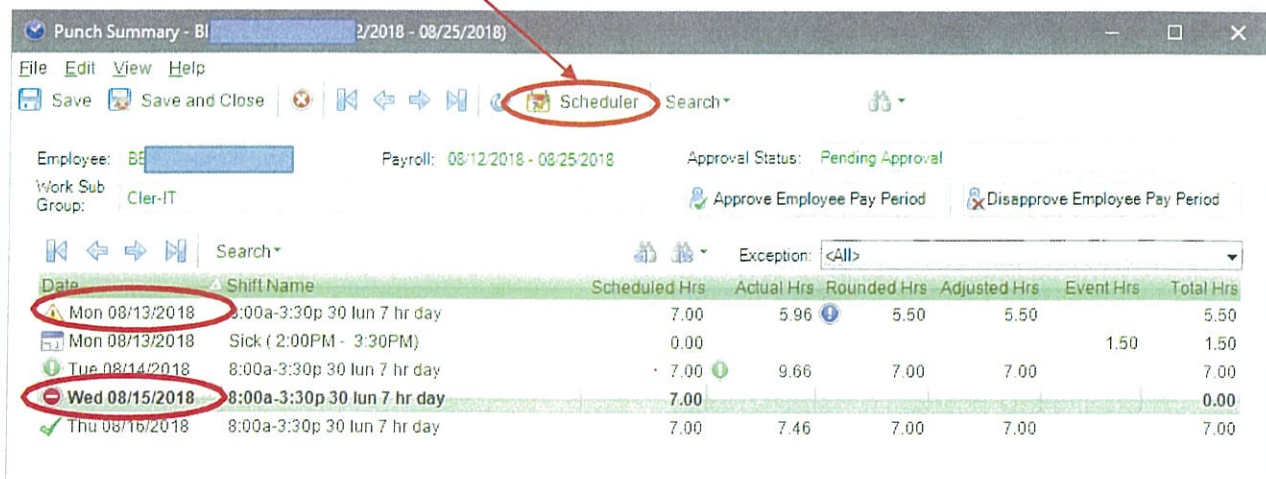
- 8/13/18; Employee punched out early at 2:00PM. Shift schedule is for 3:30PM. (The employee left early due to illness.)
- 8/15/18; Employee had no punches. (Employee requested a vacation day.)

Approver needs to determine what the time is to be filled in with: Sick, Vacation, Personal, etc. (This is called an *event*).

**If the event time is not completed – it will be considered a DOCK by payroll.**

(Example: the employee does not have any sick, vacation, personal, etc. time remaining or an employee is late and supervisor does not approve the use of event time to cover the lateness).

To enter the Event, click Scheduler.



Date	Shift Name	Scheduled Hrs	Actual Hrs	Rounded Hrs	Adjusted Hrs	Event Hrs	Total Hrs
Mon 08/13/2018	8:00a-3:30p 30 lun 7 hr day	7.00	5.96	5.50	5.50		5.50
Mon 08/13/2018	Sick ( 2:00PM - 3:30PM)	0.00				1.50	1.50
Tue 08/14/2018	8:00a-3:30p 30 lun 7 hr day	7.00	9.66	7.00	7.00		7.00
Wed 08/15/2018	8:00a-3:30p 30 lun 7 hr day	7.00				0.00	0.00
Thu 08/16/2018	8:00a-3:30p 30 lun 7 hr day	7.00	7.46	7.00	7.00		7.00

## Schedule Screen

Click the date and click Assign Event

(FYI: You can select multiple dates – hold down CTRL key and click dates).

Schedule for BE

Schedule shifts and events using the options below

Assign Shift(s) Clear Shifts Assign Event... Clear Events... Reset To Work Group Default... Cancel Changes Save Changes

Calendar View: 2 Week View

August 2018 September 2018 October 2018 November 2018 December 2018 January 2019

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S

29 30 31 1 2 3 4 2 3 4 5 6 7 8 7 8 9 10 11 12 13 4 5 6 7 8 9 10 2 3 4 5 6 7 8 6 7 8 9 10 11 12

12 13 14 15 16 17 18 9 10 11 12 13 14 15 14 15 16 17 18 19 20 11 12 13 14 15 16 17 9 10 11 12 13 14 15 13 14 15 16 17 18 19

19 20 21 22 23 24 25 16 17 18 19 20 21 22 21 22 23 24 25 26 27 18 19 20 21 22 23 24 16 17 18 19 20 21 22 20 21 22 23 24 25 26

26 27 28 29 30 31 23 24 25 26 27 28 29 28 29 30 31 25 26 27 28 29 30 23 24 25 26 27 28 29 27 28 29 30 31 1 2

30 30 3 4 5 6 7 8 9

Monday Tuesday Wednesday Thursday Friday Sat/Sun

Aug 13 Aug 14 Aug 15 Aug 16 Aug 17 Aug 18

8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d

Aug 19

Aug 20 Aug 21 Aug 22 Aug 23 Aug 24 Aug 25

Assign Events for BE

Select an Event for each day specified.

Select Event to Assign

Event Name Description Event Group Attendance Code

Recess Unpaid Recess Unpaid School Business D

School Business School Business School Business D

Sick Sick Sick S

Sick - No - June only Sick - No - June only Sick - No - June only S

Sick without Pay Sick without Pay Sick without Pay S

Snow Day PAID SNOW DAY PAID SNOW DAY S

Snow Day Custodial Custodial Snow Day Custodial Snow Day S

Snow Day Unpaid UNPAID SNOW DAY UNPAID SNOW DAY S

Days to Assign Event

Start Date: 06/13/2018 Hours: 1.500

End Date: 06/13/2018 Start Time: 02:00 PM

Event Type: Partial Day End Time: 03:30 PM

Description: Partial Day

Status: Approved

Substitute:

Add Cancel OK

Select the event type from the list

Verify/edit the date range.

Select Partial or Full Day

(only select Full Day if the person will be out the entire day under that reason)

For Partial Day – enter in the Start Time and End Time

Click Add

Assign Events for BE

One or more punches exist during this partial event time period. Are you sure you want to continue?

Yes No

Schedule for BE

Schedule shifts and events using the options below

Assign Shift(s) Clear Shifts Assign Event... Clear Events... Reset To Work Group Default... Cancel Changes Save Changes

Calendar View: 2 Week View

August 2018 September 2018 October 2018 November 2018 December 2018 January 2019

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S

29 30 31 1 2 3 4 2 3 4 5 6 7 8 7 8 9 10 11 12 13 4 5 6 7 8 9 10 2 3 4 5 6 7 8 6 7 8 9 10 11 12

12 13 14 15 16 17 18 9 10 11 12 13 14 15 14 15 16 17 18 19 20 11 12 13 14 15 16 17 9 10 11 12 13 14 15 13 14 15 16 17 18 19

19 20 21 22 23 24 25 16 17 18 19 20 21 22 21 22 23 24 25 26 27 18 19 20 21 22 23 24 16 17 18 19 20 21 22 20 21 22 23 24 25 26

26 27 28 29 30 31 23 24 25 26 27 28 29 28 29 30 31 25 26 27 28 29 30 23 24 25 26 27 28 29 27 28 29 30 31 1 2

30 30 3 4 5 6 7 8 9

Monday Tuesday Wednesday Thursday Friday Sat/Sun

Aug 13 Aug 14 Aug 15 Aug 16 Aug 17 Aug 18

8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d

Aug 19

Aug 20 Aug 21 Aug 22 Aug 23 Aug 24 Aug 25

Click Save Changes when done.

Click X to close the screen.



## Overtime

Example:

On 08/14/18 - the Actual Hrs column is 9.50 hours, which is over the approved shift time. Employee worked until 5:30pm (shift was only approved until 3:30PM).

Date	Shift Name	Scheduled Hrs	Actual Hrs	Rounded Hrs	Adjusted Hrs	Event Hrs	Total Hrs
Mon 08/13/2018	8:00a-3:30p 30 min 7 hr day	7.00	5.96	5.50	5.50		5.50
Mon 08/13/2018	Sick (2:00PM - 3:30PM)	0.00				1.50	1.50
Tue 08/14/2018	8:00a-3:30p 30 min 7 hr day	7.00	9.50	7.00	7.00		7.00
Wed 08/15/2018	Vacation	0.00				7.00	7.00
Thu 08/16/2018	8:00a-3:30p 30 min 7 hr day	7.00	7.40	7.00	7.00		7.00
<b>Totals:</b>		21.00	22.92	19.50	19.50	8.50	28.00

Punch Type	Punch Time	Rounded Punch Time	Building Code	Location Code	Device Code	Manual	Override	Sys Gen
Punch In	08:00:00 AM	08:00:00 AM	045	DH- Kitchen	DH Kitchen			
Punch Out	05:30:00 PM	03:30:00 PM	045	DH- Kitchen	DH Kitchen			

Double click the date to review

**Override Hours Worked**

Override the rounded hours worked for this employee by entering an adjusted number of hours worked

Employee: BE  
Work Sub Group: Cler-IT  
Date: Tue 08/14/2018

Scheduled Hours: 7.00  
Actual Hours: 9.50  
Rounded Hours: 7.00  
Adjusted Hours: 9.50

Override Comment: Please leave a comment here on the reason for the overtime approval. example: Work on Timepiece instructions

Override By:   
Override On:

OK Cancel

REQUIRED (if approving overtime):

Leave a note as to the reason for the overtime.

If you are approving the overtime, then increase the Adjusted hours to match the Actual hours.

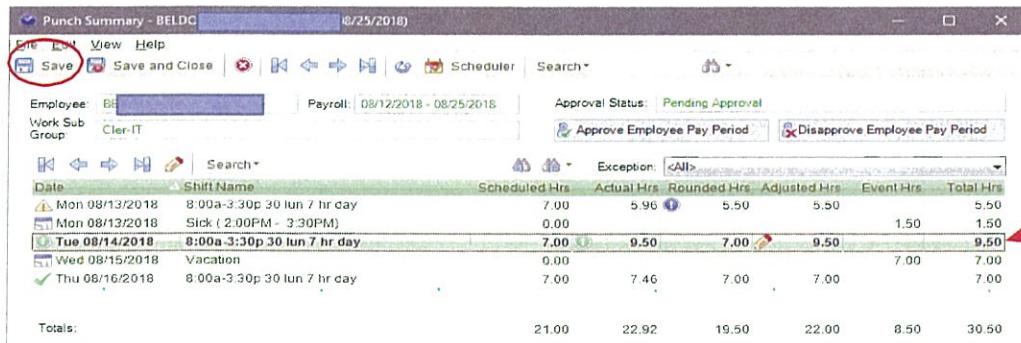
If you are NOT approving the overtime, then leave alone and click OK.

**NOTE:** Please check your overtime budget by running the appropriations report in nVision before approving overtime.

Click **OK** when done

Click Save

You will see the overtime updates made under the Total Hrs column.



Punch Summary - BELDC (8/25/2018)

File Edit View Help

Save Save and Close Scheduler Search\*

Employee: BE Payroll: 08/12/2018 - 08/25/2018 Approval Status: Pending Approval

Work Sub Clien-IT Approve Employee Pay Period Disapprove Employee Pay Period

Date	Shift Name	Scheduled Hrs	Actual Hrs	Rounded Hrs	Adjusted Hrs	Event Hrs	Total Hrs
Mon 08/13/2018	8:00a-3:30p 30 lun 7 hr day	7.00	5.96	5.50	5.50		5.50
Mon 08/13/2018	Sick ( 2:00PM - 3:30PM)	0.00				1.50	1.50
Tue 08/14/2018	8:00a-3:30p 30 lun 7 hr day	7.00	9.50	7.00	9.50		9.50
Wed 08/15/2018	Vacation	0.00				7.00	7.00
Thu 08/16/2018	8:00a-3:30p 30 lun 7 hr day	7.00	7.46	7.00	7.00		7.00
Totals:		21.00	22.92	19.50	22.00	8.50	30.50

## Submitting Employees for Next Level Approval

### **NOTE: PLEASE PAY CLOSE ATTENTION TO THE PAYROLL CALENDAR**

Once you have reviewed all of the employee punches, you must approve everyone so the next level of approvals can take place and/or move on to payroll.

You can click one, multiple (hold CTRL key and click) or click Select All.

Names will highlight a darker green.

The screenshot shows the 'Review Employee Punch' window in the Timepiece - White Plains City SD application. The window has a menu bar (File, Edit, View, Navigation, Tools, Window, Help) and a toolbar. On the left is a sidebar with navigation links: Employee Dashboard, Review Employee Punch, Close Pay Period, Open Pay Period, Payroll Export, HR Export, Employee Enrollments, and Offline Punch Processing. The main area displays a table of employee punches. The table has columns for Employee Name, Emp ID, Work Sub Group, Current TA, Level, Status, Sched Hr, Actual Hrs, Rounded Hrs, Adjusted, Event Hr, and Total Hr. The 'Employee Name' column is highlighted in dark green. At the bottom of the table, there are buttons for 'Select All', 'Approve Selection', and 'Disapprove Selection'. The 'Approve Selection' button is circled in red. Below the table, there is a status bar showing 'Organization: White Plains City SD', 'User ID: ronvelez', and '32 Rows Loaded'.

Employee Name	Emp ID	Work Sub Group	Current TA	Level	Status	Sched Hr	Actual Hrs	Rounded Hrs	Adjusted	Event Hr	Total Hr
M	8839	Cler-IT	ronvelez	1	Pending Approval	28.00	32.34	28.00	28.00		28.00
D	5134	IT Sub-TA	ronvelez	1	Pending Approval	32.00	31.07	27.00	27.00		27.00
B	8890	Cler-IT	ronvelez	1	Pending Approval	28.00	22.92	19.50	22.00		22.00
T	2284	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.55	21.25	21.25		21.25
B	258	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.39	21.00	21.00		21.00
G	8860	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.22	21.00	21.00		21.00
B	5742	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.16	21.00	21.00		21.00
G	7498	Cler-IT	ronvelez	1	Pending Approval	28.00	24.15	21.00	21.00		21.00
C	7387	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.10	21.00	21.00		21.00
P	8859	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.07	21.00	21.00		21.00
W	8862	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.06	21.00	21.00		21.00
D	5785	IT Sub-TA	ronvelez	1	Pending Approval	32.00	24.04	21.00	21.00		21.00
W	2249	Sum-IT-Cler	ronvelez	1	Pending Approval	32.00	24.03	21.00	21.00		21.00
V	7399	IT Sub-TA	ronvelez	1	Pending Approval	32.00	23.27	20.25	20.25		20.25
G	5614	IT Sub-TA	ronvelez	1	Pending Approval	32.00	22.62	21.00	21.00		21.00
R	5787	IT Sub-TA	ronvelez	1	Pending Approval	32.00	16.02	14.00	14.00		14.00
A	5985	IT Sub-TA	ronvelez	1	Pending Approval						
B	88	Sum-IT-Cler	ronvelez	1	Pending Approval						
E	8857	IT Sub-TA	ronvelez	1	Pending Approval	32.00					0.00
E	5977	IT Sub-TA	ronvelez	1	Pending Approval						
G	7643	IT Sub-TA	ronvelez	1	Pending Approval						
G	6188	IT Sub-TA	ronvelez	1	Pending Approval						
G	5964	IT Sub-TA	ronvelez	1	Pending Approval						
H	848	Sum-Tech-Cler	ronvelez	1	Pending Approval						
Totals:						532.00	390.01	340.00	342.50	0.00	342.50

Click Approve Selection for the employees you want to submit to the next approver level and/or payroll.

***\*\*If the above is not done per the payroll schedule, employees in your school or department will not be paid.\*\****



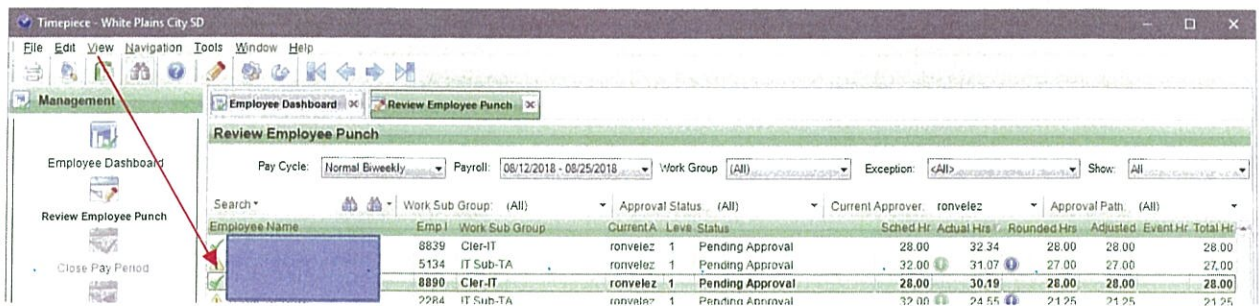
# Adding or Changing a Schedule Shift

(Generally for Level 1 Approvers)

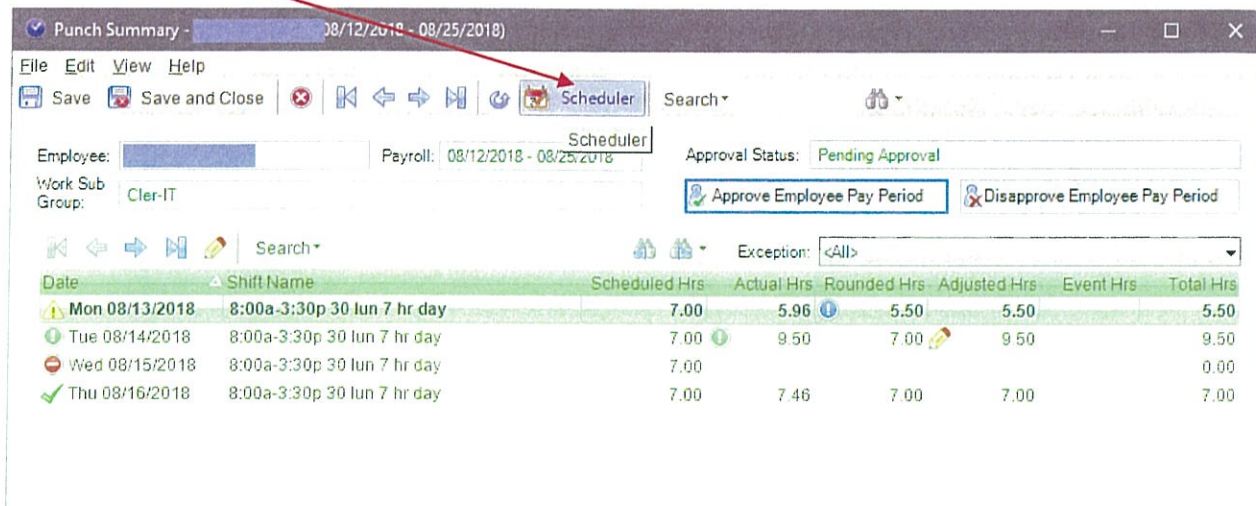
## Notes:

- This must be done annually in June for the following school year for each employee that uses the Timepiece clock (each school or department is responsible for this).
- This must be done for every new employee that uses the Timepiece clock (each school or department is responsible for this).

Click on an employee's name



Click Scheduler



Click Assign Shifts:

**Schedule for BE**  
Schedule shifts and events using the options below

Calendar View  
2 Week View

August 2018	September 2018	October 2018	November 2018	December 2018	January 2019
S M T W T F S 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9

Monday Aug 13 Tuesday Aug 14 Wednesday Aug 15 Thursday Aug 16 Friday Aug 17 Sat/Sun Aug 18

8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d 8:00a-3:30p 30 lun 7 hr d

Aug 19

Select the correct shift from the list  
(if you are not sure which one to select, please contact Human Resources).

**Assign Shifts for BE**  
Select a shift for each day specified.

Select Shift to Assign

Shift Name	Shift Group	Start Time	End Time	Late Min	Early Leave Min
8:00a-3:15p 30 lu	TA Group	8:00 AM	3:15 PM	7	3
8:00a-3:30p 30 lu	TA Group	8:00 AM	3:30 PM	7	3
8:00a-3:30p 30 lu	Cler/SecureNurse...	8:00 AM	3:30 PM	7	3
8:00a-3:30p 40 lu	TA Group	8:00 AM	3:30 PM	7	3
8:00a-3:50p 30 lu	Cler/SecureNurse	8:00 AM	3:50 PM	7	3
8:00a-4:00p 30 lu	Cler/SecureNurse	8:00 AM	4:00 PM	7	3
8:00a-4:00p 60 lu	Cler/SecureNurse	8:00 AM	4:00 PM	7	3
8:00a-4:30p 30 lu	Cust Group	8:00 AM	4:30 PM	7	3
8:00a-4:30p 30 lu	Cust Group	8:00 AM	4:30 PM	7	3
8:00a-5:00p 60 lu	Cust Group	8:00 AM	5:00 PM	7	3
8:00a-9:30a no lu	FS Group	8:00 AM	9:30 AM	7	3

Days to Assign Shift

Start Date: 07/01/2018 End Date: 06/30/2018

Description

☐ Sunday ☐ Thursday  
☒ Monday ☐ Friday  
☒ Tuesday ☐ Saturday  
☒ Wednesday

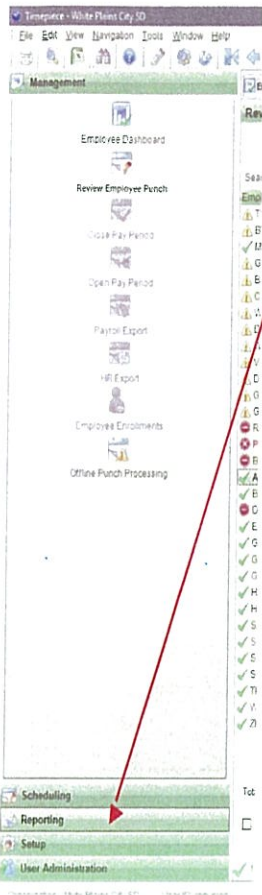
Select the dates that the shift will apply to and verify the days of the week the shift applies to.

Click ADD when done.

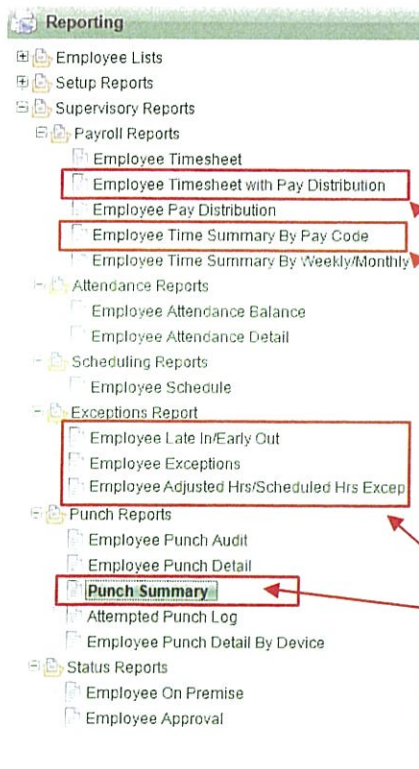
Click Save Changes when done.



## Reports



Click Reporting on the left menu



Report Screens generally all function similar to this screen. Enter the dates you want to review the reports for and click Run.

Employee Late Time In/Early Time Out Report

Select the work group, employees within the work groups, date range and exception type to view a list of employees with exceptions

Report Criteria

Work Group:	(All Selected)
Work Sub Group:	(All Selected)
Employees:	(All Selected)
Start Date:	08/01/2016
End Date:	08/15/2016
Exception Type:	All *

**Run** Cancel

### Recommended reports to review:

- Employee Timesheet with Pay Distribution
- Employee Time Summary by Pay Code
- Employee Late In/Early Out
- Employee Exceptions (Sick, Vacation, etc.)
- Employee Adjusted Hrs/Schedule Hrs Exceptions (overtime)



# Payroll Calendar

WHITE PLAINS CITY SCHOOL DISTRICT-PAYROLL SCHEDULE				
2018-2019 FISCAL YEAR				
CONTRACTUAL PAYROLL CALENDAR				
PAYDATE THURSDAYS, EXCEPT WHERE INDICATED	# of Pay Periods			Notes
	12 mo	11 mo	10 mo	
7/12/18	1	1	n/a	11 & 12 Month Employee 1st payroll
7/26/18	2	n/a	n/a	
8/9/18	3	n/a	n/a	
8/23/18	4	2	n/a	
8/30/2018**	n/a	n/a	.50	1/2 of the 9/6/18 bi-weekly payroll check paid to 10 month Teachers & CSEA ONLY based on Pay Option Selected of 21.5 or 25.5 pays
9/6/18	5	3	.50	Full bi-weekly paycheck for 12 month and 11 month employees. Balance of the 9/6 bi-weekly payroll check for 10 month employees
9/20/18	6	4	2	
10/4/18	7	5	3	
10/18/18	8	6	4	Fall Sports 1st Stipend
11/1/18	9	7	5	
11/15/18	10	8	6	Fall Sports 2nd Stipend
11/29/18	11	9	7	1st half of Insurance buyout
12/13/18	12	10	8	Winter Sports 1st Stipend; Clubs 1st Stipend
12/27/18	13	11	9	
1/10/19	14	12	10	
1/24/19	15	13	11	
2/7/19	16	14	12	
2/21/19	17	15	13	
3/7/19	18	16	14	
3/21/19	19	17	15	Winter Sports 2nd Stipend
4/4/19	20	18	16	WPTA - Longevity payment; Spring Sports 1st Stipend
4/18/19	21	19	17	
5/2/19	22	20	18	
5/16/19	23	21	19	
5/30/19	24	22	20	2nd half of Insurance buyout
6/13/19	25	23	21	
6/25/19	n/a	n/a	21.5	1/2 bi-weekly payroll check for 10 month employees Longevity for CSEA; TA Stipend; Spring Sports 2nd Stipend; Clubs 2nd Stipend
6/26/19	n/a	26	25.5	MULTI-PAY OPTION FOR 10 (25.5) & 11 months (26)
6/27/19	26	24	n/a	Regular bi-weekly
** Please note there will be adjustments made to the frequency of pay for the 2019-2020.				

## Docking Form

WHITE PLAINS CITY SCHOOL DISTRICT

### SALARY DOCKING FORM

*This form is to be used by the building attendance secretary to report an employee's (all types of employees) absence after an employee has exhausted all of his/her paid sick, personal and/or vacation time. Each time an employee is absent, this form must be email to payrolloffice@wpcsd.us and cc: humanresources@wpcsd.us, immediately on the day of each absence.*

TO: PAYROLL OFFICE

FROM: \_\_\_\_\_ (School, Bldg., Dept.)

DATE: \_\_\_\_\_

RE: \_\_\_\_\_ (Employee Name; Position)

The above employee is absent on \_\_\_\_\_ (date). This employee has exhausted all of his/her \_\_\_\_\_ (sick, personal, vacation), as of \_\_\_\_\_ (date).

\_\_\_\_\_  
Principal/Building Supervisor / Date

#### FOR PAYROLL PURPOSES ONLY:

Payroll Date: \_\_\_\_\_ Hourly/Daily rate of Pay: \_\_\_\_\_

Total # of Hours/Days Docked: \_\_\_\_\_ Total Amount Docked this P/R\$ \_\_\_\_\_

Attachments/Salary Information - PR

Calculated by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Cc: Human Resources  
Employee



## TIMEPIECE “CHEAT” SHEET

- **Review Employee Punches** (Generally for Level 1)

*Details on page 2-3*

- Green check box = no exceptions or punch issues and usually does not need to be reviewed further.
- Any other symbols displaying next to a person’s name is some sort of exception and/or punch issue that needs to be reviewed. The legend is at the bottom of the screen.
- To review an employee’s punch – double click the employee name in the list

- **Adding Event to an Employee’s Schedule (Sick, Vacation, Personal, etc.)** – *if necessary*

*Details on pages 4-5*

- Approver needs to determine what the time is to be filled in with: Sick, Vacation, Personal, etc. (this is called an Event)
- **If the event time is not completed – it will be considered a dock by payroll.**
- To enter the Event, click Scheduler.

- **Overtime** – *if necessary*

*Details on pages 6-7*

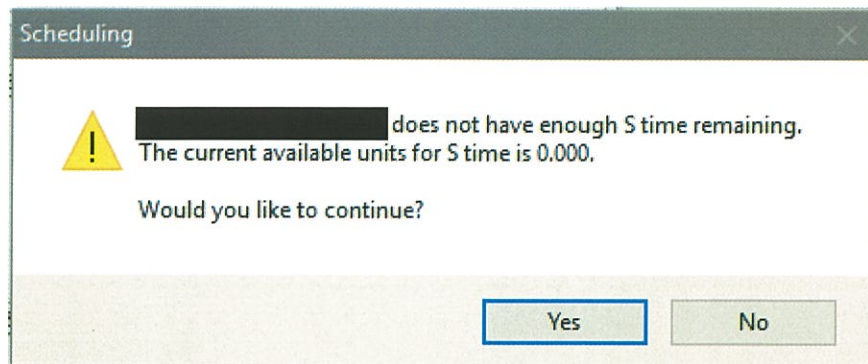
- Double click the date to review
- If you are approving the overtime, then increase the **Adjusted** hours to match the **Actual** hours.
- If you NOT approving the overtime, then leave alone and click OK.
- REQUIRED (if approving overtime): Leave a note as to the reason for the overtime.
- NOTE: Please check your overtime budget by running the appropriations report in nVision before approving overtime.

- **Submitting Employees to the next approver level and/or to payroll**

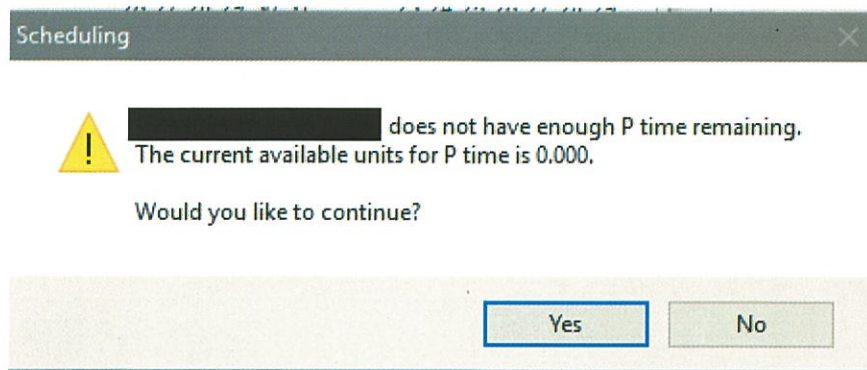
*Details on page 8*

- **NOTE: PLEASE PAY CLOSE ATTENTION TO THE PAYROLL CALENDAR**
- Once you have reviewed all of the employee punches, you must approve everyone so the next level of approvals can take place and/or move on to payroll.
- You can click one, multiple (hold CTRL key and click) or click Select All.
- Names will highlight a darker green.
- Click Approve Selection for the employees you want to submit to the next approver level and/or to payroll.

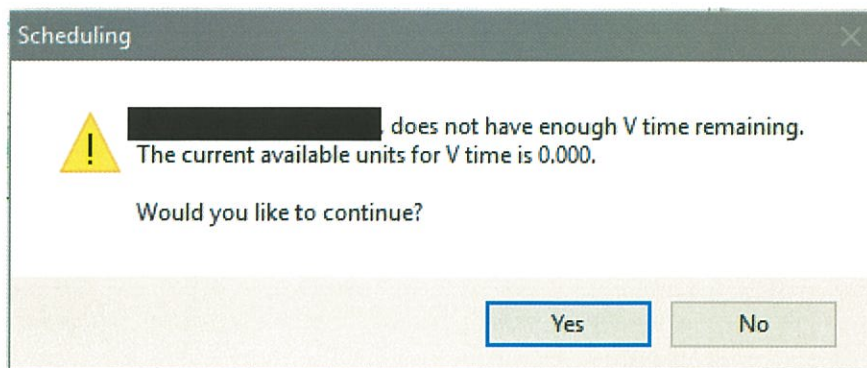
### No SICK time in Timepiece:



### No PERSONAL time in Timepiece:



### No VACATION time in Timepiece:



No SICK time in nVision:

Attendance Code: Sick  
Attendance Type: Unit Taken  
Donation Bank:  
Substitute ID:  
Substitute Name:  
Reason: Sick  
Absent Type: Full Day  
Start Date: 5/ 1/2018 End Date: 5/ 1/2018

Attendance Entry

Employee does not have enough time available for the selected date range. Would you like to continue?

Yes No



No PERSONAL time in nVision:

Attendance Code: Personal  
Attendance Type: Unit Taken  
Donation Bank:  
Substitute ID:  
Substitute Name:  
Reason: Personal  
Absent Type: Full Day

Attendance Entry

Employee does not have enough time available for the selected date range. Would you like to continue?

Yes No



No VACATION time in nVision:

Attendance Code: Vacation  
Attendance Type: Unit Taken  
Donation Bank:  
Substitute ID:  
Substitute Name:  
Reason: Vacation  
Absent Type: Full Day  
Start Date: 5/ 1/2018 End Date: 5/ 1/2018

Attendance Entry

Employee does not have enough time available for the selected date range. Would you like to continue?

Yes No

