

# Timepiece – Refresher

*The District has been cited by our Auditors that the Approvers of Timepiece have not been correcting Timepiece before it is sent to Payroll for processing. As a result, we are going to be conducting training sessions again.*

*Approving Timepiece is in essence approving payment to an employee for time worked. Therefore, it must be accurate to be processed by the Payroll Department.*

*There will be mandatory training for approvers and adjusters. An email will be sent with the specifics.*

**These are the key issues:**

- **Make sure every employee matches the full hours they are required to work.**
- **Please review the calendar of due dates for submission of Timepiece (pushing it to Payroll). These deadlines are in place to allow for the proper processing of payroll and to ensure that all employees are paid. We cannot accept Timepiece submissions after the due dates. As approvers and adjusters, you run the risk of not having your employees paid if Timepiece is not submitted timely.**
- **The Payroll Office will not be able to accept any Timepiece entries with RED marks next to a person's name, indicating there is an exception. Please have those corrected prior to submitting.**
  - **If an employee needs to be docked, the proper code needs to be reflected for Payroll to process it correctly.**
  - **All translation hours should be added as additional hours before or after the start of the employee's shift.**
  - **For sick or personal time, AM/PM must be selected correctly for their total hours to be correct.**
- **If there are issues with Timepiece that need to be resolved, please reach out to the Help Desk at LHRIC or reach out to Eric Beldoch at the IT Department.**
- **We recommend that Administrators (approvers) review with their Office Managers the common causes for the exceptions that appear to be recurring.**

**WHITE PLAINS CITY SCHOOL DISTRICT-PAYROLL SCHEDULE**

**2020-2021 FISCAL YEAR**

**Timepiece, Timesheet and Substitutes Payroll Calendar**

Payroll Period for Timepiece, Timesheets and Substitutes <i>(DOES NOT INCLUDE SUMMER SCHOOL)</i>		PAYROLL REPORT DUE AT ED HOUSE <i>(Timepiece &amp; Timesheet must be received by this date in order to receive payment)</i>	PAYDATE 15th or 30th Unless Indicated Below	Notes
FROM	TO			
6/16/20	6/30/20	7/1/20	7/16/20	<b>PRIOR YEAR CLEAN-UP PAYROLL</b>
7/1/20	7/15/20	7/16/20	7/30/20	
7/16/20	7/31/20	8/3/20	8/14/20	
8/1/20	8/15/20	8/17/20	8/28/20	
8/16/20	8/31/20	9/1/20	9/15/20	
9/1/20	9/15/20	9/16/20	9/30/20	<b>First payroll for Substitute Teachers</b>
9/16/20	9/30/20	10/1/20	10/15/20	
10/1/20	10/15/20	10/16/20	10/30/20	
10/16/20	10/31/20	11/2/20	11/13/20	
11/1/20	11/15/20	11/16/20	11/30/20	
11/16/20	11/30/20	12/1/20	12/15/20	
12/1/20	12/15/20	12/16/20	12/30/20	
12/16/20	12/31/20	1/4/21	1/15/21	
1/1/21	1/15/21	1/19/21	1/29/21	
1/16/21	1/31/21	2/1/21	2/12/21	
2/1/21	2/15/21	2/16/21	2/26/21	<b>All Timepiece should be completed on Tuesday, 2/16/21 due to Winter Recess.</b>
2/16/21	2/28/21	3/1/21	3/15/21	
3/1/21	3/15/21	3/16/21	3/30/21	
3/16/21	3/31/21	4/1/21	4/15/21	<b>All Timepiece should be completed on Friday, 3/26/21 due to Spring Recess</b>
4/1/21	4/15/21	4/16/21	4/30/21	
4/16/21	4/30/21	5/3/21	5/14/21	
5/1/21	5/15/21	5/17/21	5/28/21	
5/16/21	5/31/21	6/1/21	6/15/21	
6/1/21	6/15/21	6/16/21	6/30/21	
6/16/21	6/30/21	7/1/21	7/16/21	<b>Clean-up Pay for 2020/21 School Year</b>