TimeClock Plus

Manager/Other Approver Guide

Version 5

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I. Introduction

Welcome to **TimeClock Plus®**! This guide is designed to help approve the Education Support Professional (ESP) online electronic time sheet.

The Fair Labor Standards Act (FLSA) requires all non-exempt employees to record all hours worked.

All designated Education Support Professional (ESP) are required to submit accurate and complete time/leave records reflecting all contracted hours in TimeClock Plus (TCP). Approvers are required to review the employee's time/leave entered for accuracy to the best of his/her knowledge. Approvals must be submitted by required deadlines. Falsification of time approval may result in disciplinary action up to and including termination of employment upon Board Approval.

TimeClock Plus will also be utilized for leave requests in place of SmartFind Express (SFE), for specified employees. There is, however, a group of employees who will need to enter leave requests into SmartFind Express (SFE) for the purpose of obtaining a substitute.

How do I know which group an ESP is in?

Employees who require a substitute (Instructional ESP) will report absences to SmartFind Express (SFE). From SFE, the absences reported will carry over to their time sheet the day after they are approved in PeopleSoft by the school/site leave approver. SmartFind Express users will only enter time worked in TimeClock Plus. For a list of Job Codes that will use SmartFind Express for absence reporting, see X. Appendix.

SmartFind Express Users

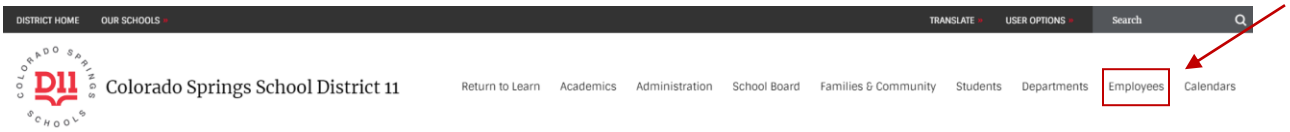
If absences are not reported in SFE, there will not be an absence to carry over to TimeClock Plus. Employees will not be able to enter absences into TimeClock Plus. An **Absence and Substitute Form** must be completed and submitted to the supervisor for signature and forwarded to Human Resources for data entry within 1 week of the absence.

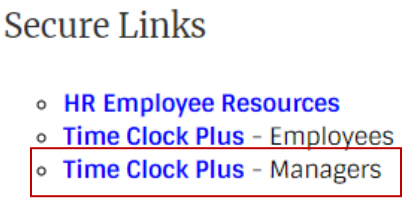
For questions/issues with using **TimeClock Plus,** please contact Human Resources at 520-2169.

II. Signing In

Where to sign in

The TimeClock Plus system is accessed via the D11 website at http://www.d11.org/ under the EMPLOYEES Tab by clicking on the Time Clock Plus - Managers link.

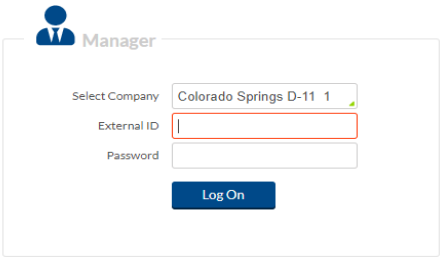




You can save this link to your desktop as a shortcut for easy access by right clicking anywhere on the main login page and selecting “Create shortcut” or “Add to favorites…”

Signing In

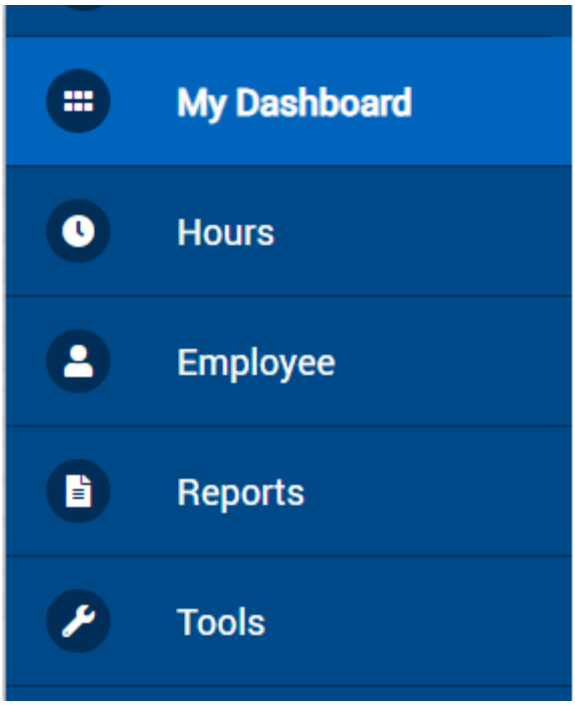
1. Enter your **D11 alpha username** in the **External ID** field.
    - D11 alpha username = First FIVE letters of your last name, first initial, middle initial - Example: John Q. Learner = LEARNJQ
2. Enter your **D11 Network Password.**
3. Click **Log On.**



If you do not know, or have forgotten your username or network password, contact the Help Desk at 520-2211

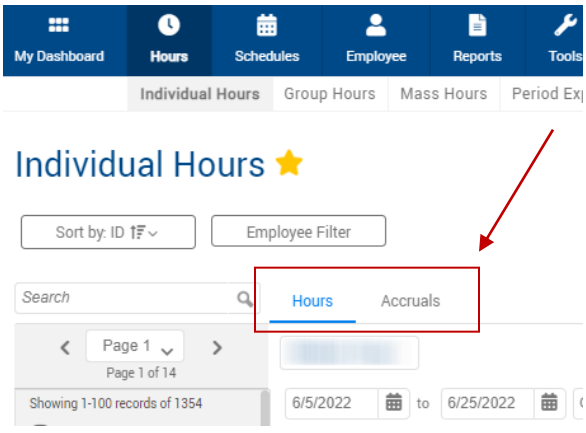
III. Navigating TimeClock Plus

Log into TimeClock Plus - Managers – The main page will look like this. There are multiple tabs available on the left side of the screen.



Hours

Individual Hours – This feature will allow the approver to review the individual time sheet for each of their employees. Enter the employee's name or employee ID in the search field. Once you find the employee, click their name and you will see their time sheet populated for the date range selected.



Accruals – Click to view an employee's leave balances. If the employee reports leave in TCP.

Employee

This feature will allow the approver to see all assigned employee profiles. An approver will rarely use this feature as it's more for Human Resources and setup.

Reports

This feature will allow the approver to run various reports.

Note - SFE users will need to check PeopleSoft for their leave accrual balances.

Tools

Request Manager – This feature will allow the approver to approve or deny pending vacation, sick, or personal leave requests.

IV. Approving Individual Hours

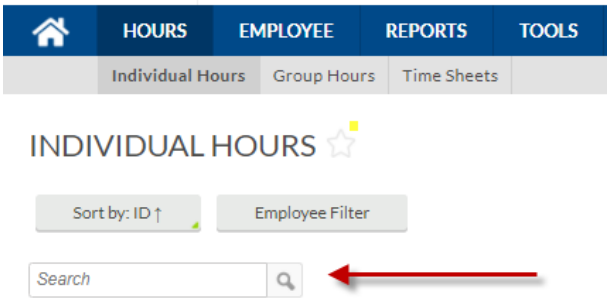
Manager = Department Head, Principal, Assistant Principal.
Other= Administrative Assistant, Main SFE/PS Approver, Staff Assistant.
Employee = ESP employee you supervise/ESP employee working extra duties paid by your department.

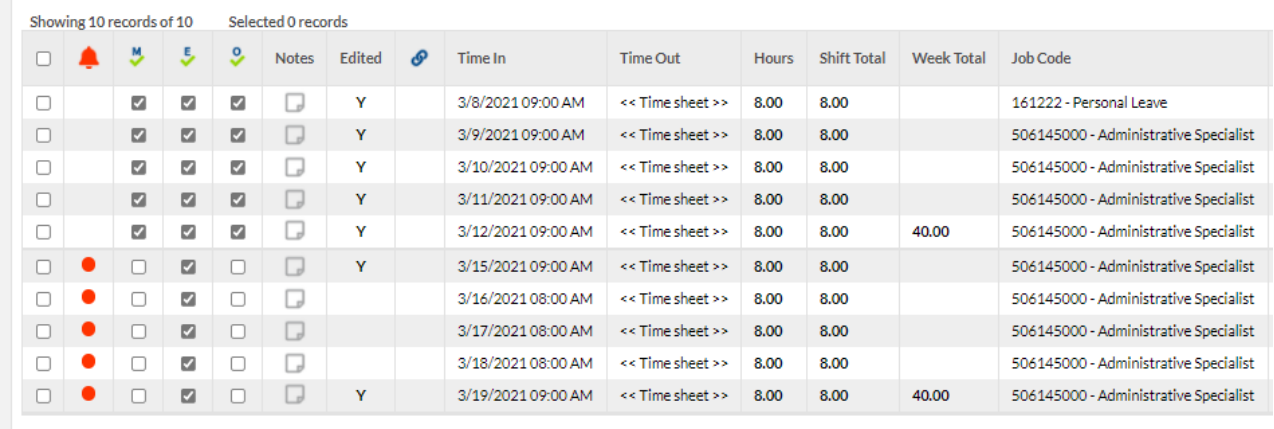
Check for:

1. Daily hours/schedule worked
2. Missing time not reported by an employee (this includes missing days or weeks not reported. They do not show up as normal exceptions and will dock employees.)
3. All three levels of approval (i.e., M, E, and O) are checked/approved
4. Leave requests
5. Overtime approval
6. Long week approval

Exceptions = For payroll to process, all exceptions (red dots) must be cleared. TCP will notify you with a red dot if any of the above exceptions need approval.

Individual Hours – This feature allows the approver to review the individual hours of the employee. Enter the employee's name or employee ID in the search field. Once you find the employee you will see their time sheet with reported hours (example below).





					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
☐		☑	☑	☑		Y		3/8/2021 09:00 AM	<< Time sheet >>	8.00	8.00		161222 - Personal Leave
☐		☑	☑	☑		Y		3/9/2021 09:00 AM	<< Time sheet >>	8.00	8.00		506145000 - Administrative Specialist
☐		☑	☑	☑		Y		3/10/2021 09:00 AM	<< Time sheet >>	8.00	8.00		506145000 - Administrative Specialist
☐		☑	☑	☑		Y		3/11/2021 09:00 AM	<< Time sheet >>	8.00	8.00		506145000 - Administrative Specialist
☐		☑	☑	☑		Y		3/12/2021 09:00 AM	<< Time sheet >>	8.00	8.00	40.00	506145000 - Administrative Specialist
☐	●	☐	☑	☐		Y		3/15/2021 09:00 AM	<< Time sheet >>	8.00	8.00		506145000 - Administrative Specialist
☐	●	☐	☑	☐				3/16/2021 08:00 AM	<< Time sheet >>	8.00	8.00		506145000 - Administrative Specialist
☐	●	☐	☑	☐				3/17/2021 08:00 AM	<< Time sheet >>	8.00	8.00		506145000 - Administrative Specialist
☐	●	☐	☑	☐				3/18/2021 08:00 AM	<< Time sheet >>	8.00	8.00		506145000 - Administrative Specialist
☐	●	☐	☑	☐		Y		3/19/2021 09:00 AM	<< Time sheet >>	8.00	8.00	40.00	506145000 - Administrative Specialist

Rule: Approvers (Manager/Other) must approve hours for their employees every Tuesday by noon for the week prior.

How to:

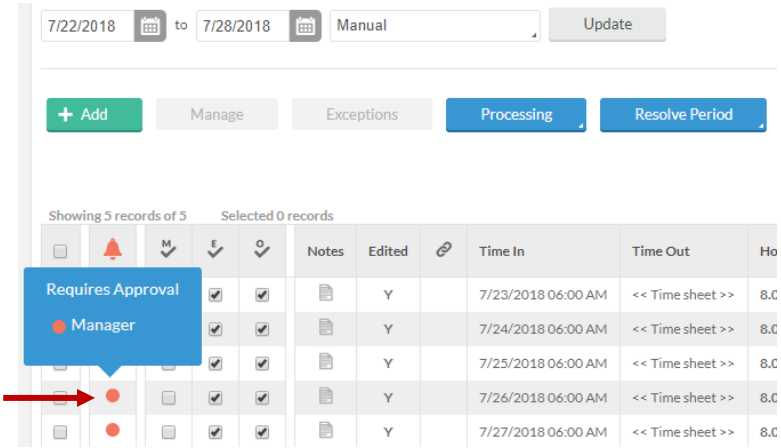
1. Under **Hours > Individual Hours** review and approve time under appropriate approver column (M or O).
2. Review the individual hours entered for your employee.
3. If approved, click in the box under appropriate column "**M**" or "**O**."
4. If an entry is missing, it can be entered by the approver or the employee (7-days retroactively). If an entry is incorrect, the approver must un-approve the entry and double click the segment to edit. Remember to re-approve.

RED vs. BLUE Dots

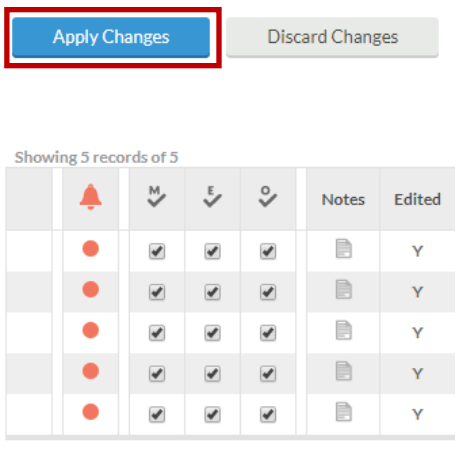
When a red dot appears next to an entry, this is an approver's warning that there is an exception that has not been resolved. **Hover over** the red dot to see what the exception is. In the below example, the manager needs to approve the time reported.

1. Check each box under the "M" column to approve the time and then click "Apply Changes."
2. Once approved, the red dot will disappear (See below for long week or overtime exceptions.)

Before approved = See **RED** dots



					Notes	Edited		Time In	Time Out	Ho
☐	●	☐	☑	☑		Y		7/23/2018 06:00 AM	<< Time sheet >>	8.0
☐	●	☐	☑	☑		Y		7/24/2018 06:00 AM	<< Time sheet >>	8.0
☐	●	☐	☑	☑		Y		7/25/2018 06:00 AM	<< Time sheet >>	8.0
☐	●	☐	☑	☑		Y		7/26/2018 06:00 AM	<< Time sheet >>	8.0
☐	●	☐	☑	☑		Y		7/27/2018 06:00 AM	<< Time sheet >>	8.0



					Notes	Edited
	●	☑	☑	☑		Y
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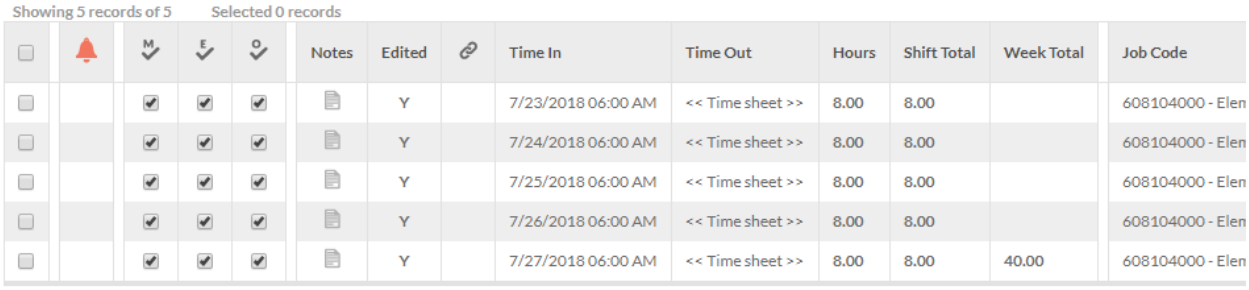
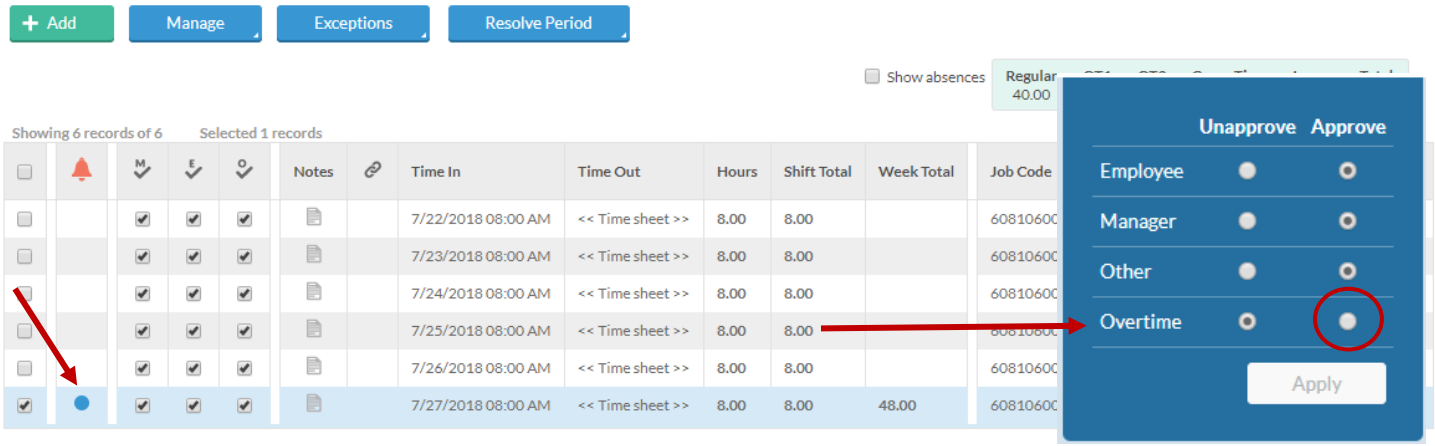
After approved = No **RED** dots



If the red dot does not disappear and all boxes are checked, this indicates there is a Long Week or Overtime exception also needing approval. To approve these exceptions, you must hover over the red dot and right click to open approval window > Click Circle > Click Apply to approve Long Week or Overtime. Once approved, the red dot will turn blue to indicate it was approved.

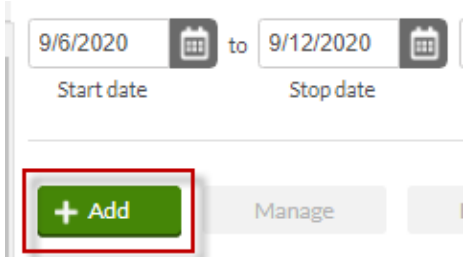


BLUE dot notifies the approver there was a long week or overtime exception that has been resolved.

Adding, Deleting and Editing Segments

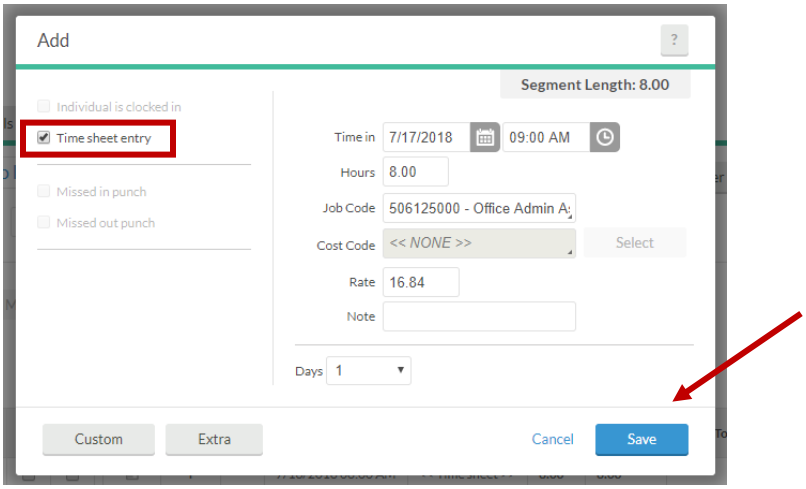
Adding a Segment

1. Navigate to the employee you would like to add time for under **Hours > Individual Hours.**
2. Click the **Add** button on the left side of the screen to bring up the window to enter time/leave segment.
3. In the edit window verify that the date is correct, select the box = **Time sheet entry** and



enter the number of hours worked.

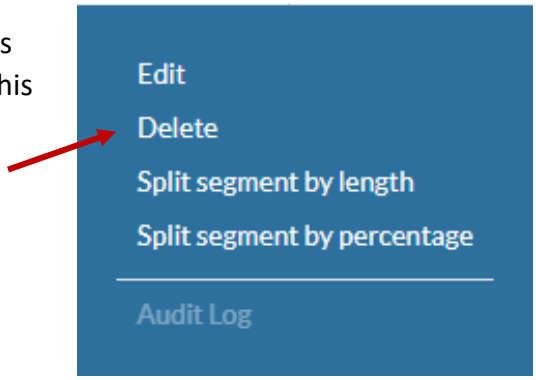
4. Make sure that the **Job Code** is the correct code for the time you are entering. Is it the employee's regular job or an extra duty?
5. If there is a **Cost Code,** make sure to select the correct cost code/location/department.
6. After verifying that the information is correct, click **Save** and the new segment will transfer onto the time sheet.



Deleting a Segment

To delete a segment that is incorrect or no longer needed:

1. **Uncheck ALL Approval Boxes > Click Apply Changes.** This will un-approve the time. The approver MUST perform this step if the time was already approved.
2. **Right Click the segment** > **Choose Delete**
   A pop-up box will appear to confirm > click **OK**.
   The time segment has now been deleted.



Editing a Segment

1 . **Uncheck ALL Approval Boxes > Click Apply Changes**. This will un-approve the time. The approver MUST perform this step if they had already approved the time.

2 . Right click on the segment and click **Edit.**

3 . Make the appropriate changes and click **Save.**

Overtime

Overtime – Occurs when an employee exceeds forty (40) hours in a work week (Sunday – Saturday).

- Overtime is paid at time and a one half (1.5). The employee only enters their hours worked; the system will calculate pay at the overtime rate.
- All Overtime exceptions must be approved as a special exception.

Pursuant to the ESP Handbook Article 4.4.1:

- Paid holiday hours and paid District closure hours will be considered hours worked for purposes of overtime calculation.
- Unpaid holiday hours, unpaid District closure hours, vacation and sick time hours will not be considered hours worked

Flex Time

Rule: Flex time cannot be carried across multiple weeks. Flextime is only eligible within the 7-day workweek (Sunday – Saturday).

Pursuant to the ESP Handbook Article 4.4.5

Flex time is a variable schedule and must be approved by the employee's immediate supervisor prior to "flexing" their schedule.

- For example, an employee's normal schedule is 8:00 a.m. to 5:00 p.m. With supervisor approval, the employee can come in early at 7:30 a.m. and then flex their time and leave at 4:30 p.m. that same day.
- Or an employee's normal schedule is 7:00 a.m. to 3:00 p.m. With supervisor approval, the employee works until 5:00 p.m. The employee can then use that flex time on a separate day within the same designated workweek to work from 7:00 a.m. to 1:00 p.m.

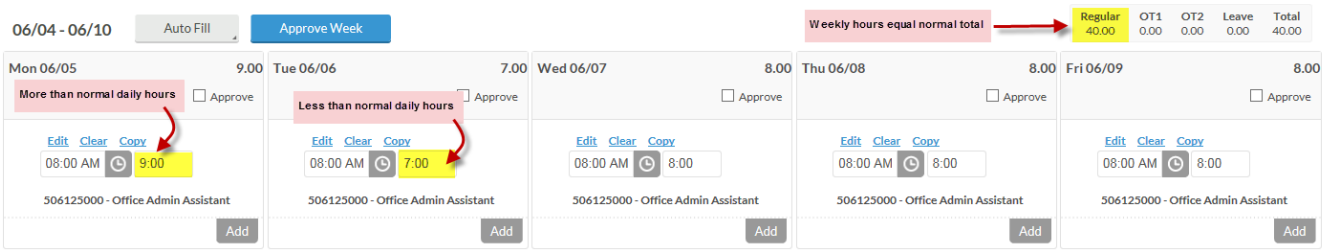
How to:

1. An employee flexes their schedule by working their full contract hours in a day but shifting the start and end time. If this is the case, they can still enter their regularly scheduled hours worked for each day.

2. An employee can also flex their schedule by working longer than their regular contract hours on one day and then on another day, within the same week, work a shorter day. The total number of hours in the week will still add up to their regular weekly contract hours.

Example of a week reporting **Flex Time**.

This is an example of extending one day and shortening the next day. This employee normally works 5 days a week for 8 hours each day.



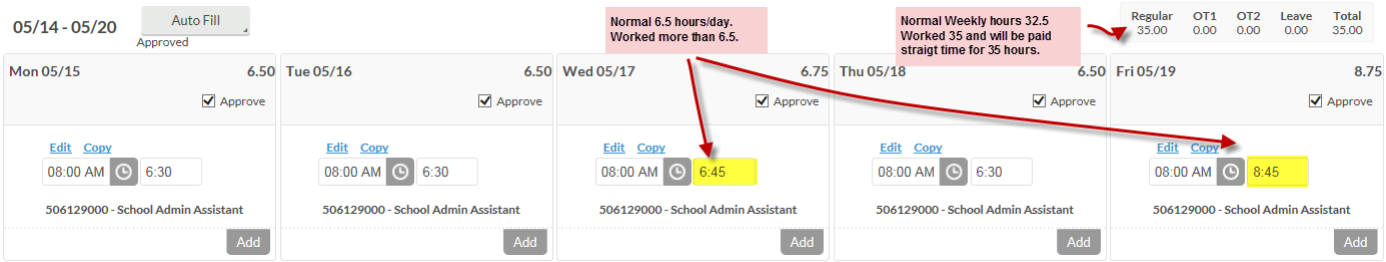
Additional/Extra Hours Worked (Less than 40 hours a week)

Rules:

Extra time worked is additional hours worked over your regular contract job, more than your regular weekly contracted hours, but less than 40 hours a week. Extra time is paid at the same rate as your normal hours (straight time).

How to:

Enter the exact number of hours you worked for the week in one segment for each day. The weekly total should be less than or equal to 40 hours, but more than your normal contract hours. If you work over 40 hours, see section on Overtime.

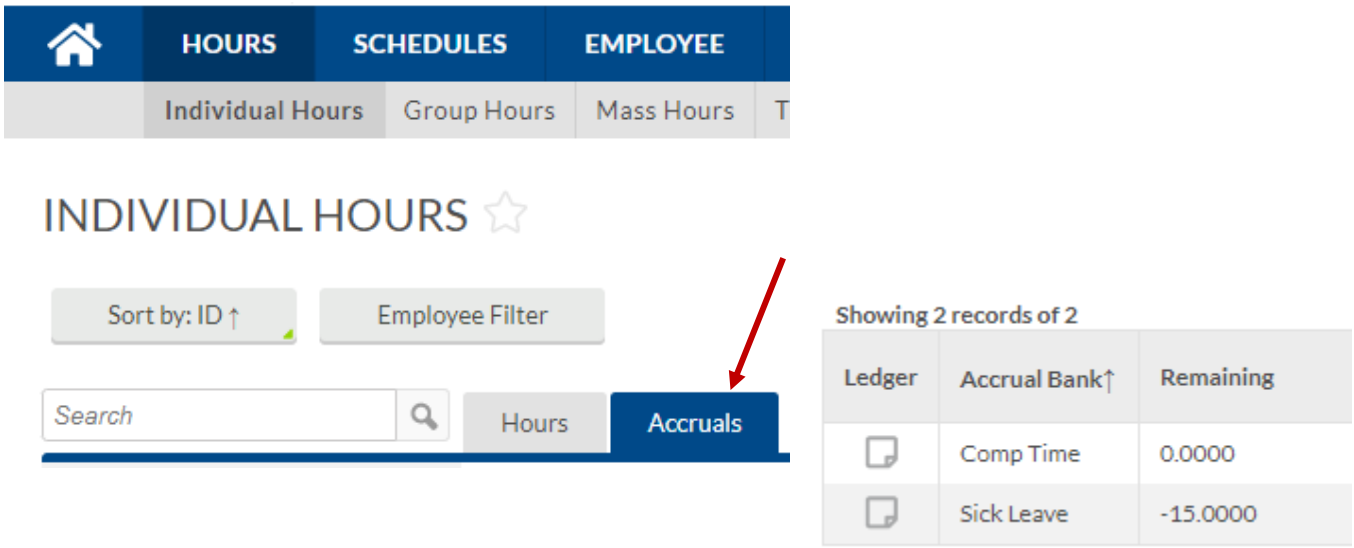


V. Accrual Balances

Accrual Balances

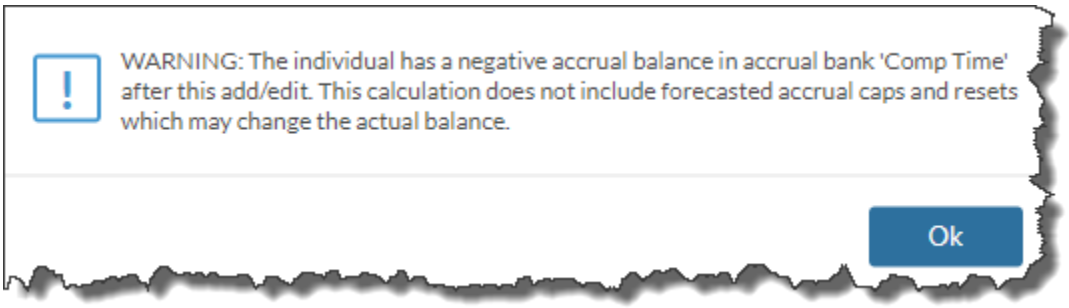
If the employee reports leave in TCP, go to **Hours > Individual Hours** and select the employee; click on **the Accruals Tab**. This will allow the approver to see the employee's balance for sick leave and/or vacation. However, IF the employee reports leave in SFE (because they are substitute eligible) their balance will only be available in PeopleSoft.

Note: Comp Time balances are no longer in effect beginning 7/1/19, and the balance now shows 0.00.

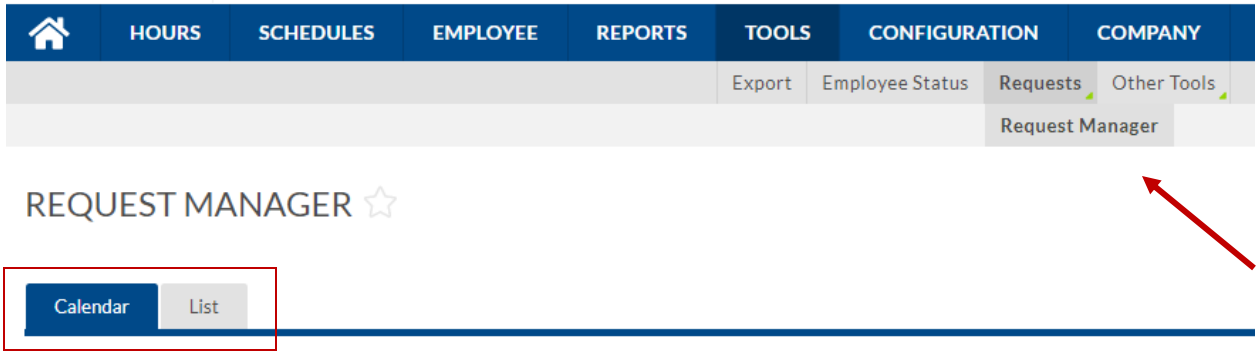


Note: If you receive a negative leave notice when approving a time off request, please check employee's leave balance. If they do not have enough leave for the request, click **Deny**.

Contact the employee to request another leave code. If the employee has exhausted ALL leave balances, they must select **Leave without Pay**.



VI. Managing Requests/Approving Leave



Tools

Request Manager – This feature will allow the approver to review and approve the employee's requests for paid or unpaid leave (e.g., vacation, sick, or leave without pay).

- When an employee requests time off, the request is on the **Tools > Requests > Request Manager tab.**
- The employee will not see it on their time sheet until after the request has been approved.
- Employees who require a substitute will continue to report their absences in SmartFind Express (SFE) and their time will be approved via PeopleSoft. Once approved, it will roll to their TCP time sheet the next day.
- The Request Manager has two views: **Calendar View** or **List View**.

Types of Leave

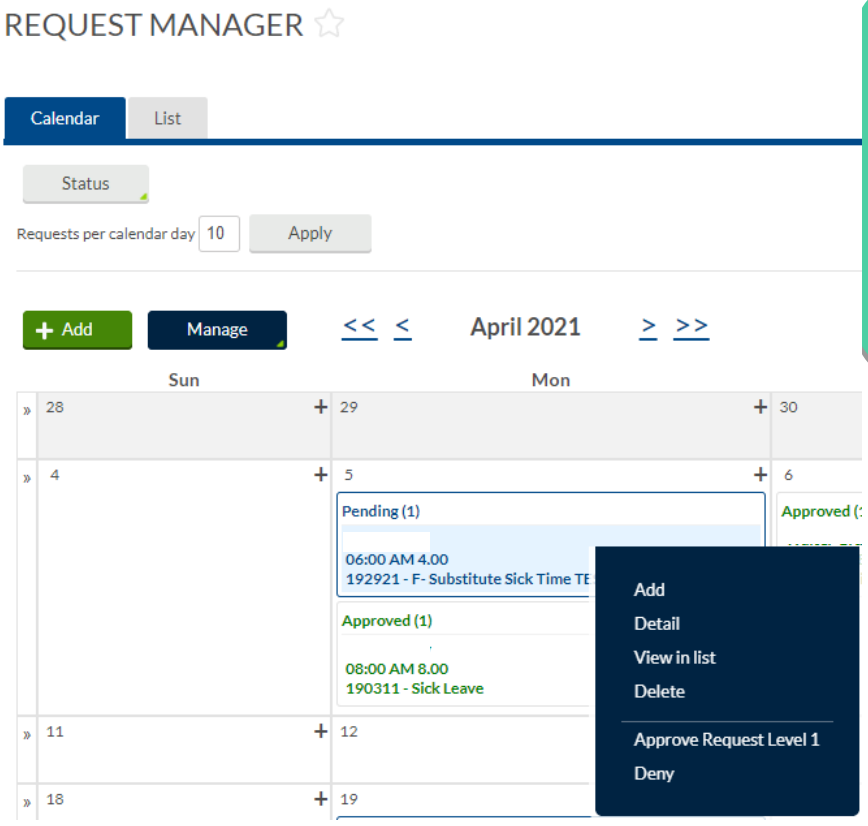
Sick leave – Used for medical purposes, personal illness, accident, or for sickness or death of a member of the family as covered elsewhere in the ESP Handbook in (.50) or ½ hour increments.
Vacation Leave – 12-month employees only; prior approval by supervisor is required. This must be entered in ½-hour (.50) or one (1) hour increments.
Personal leave – Maximum of 11 days allowed per school year. Deducts from sick leave balance and personal leave balance in (.50) or ½ hour increments.
Bereavement – See ESP Handbook Article 13.2
Jury – See ESP Handbook Article 14.5
Military – Contact Human Resources
Worker's Compensation – Must be approved through Risk Management.
Leave without Pay – Only used if all other leave balances have been exhausted per ESP Handbook Article 14.2

Calendar View

This feature allows the approver to see a calendar view of all the employee's requests.

How to:

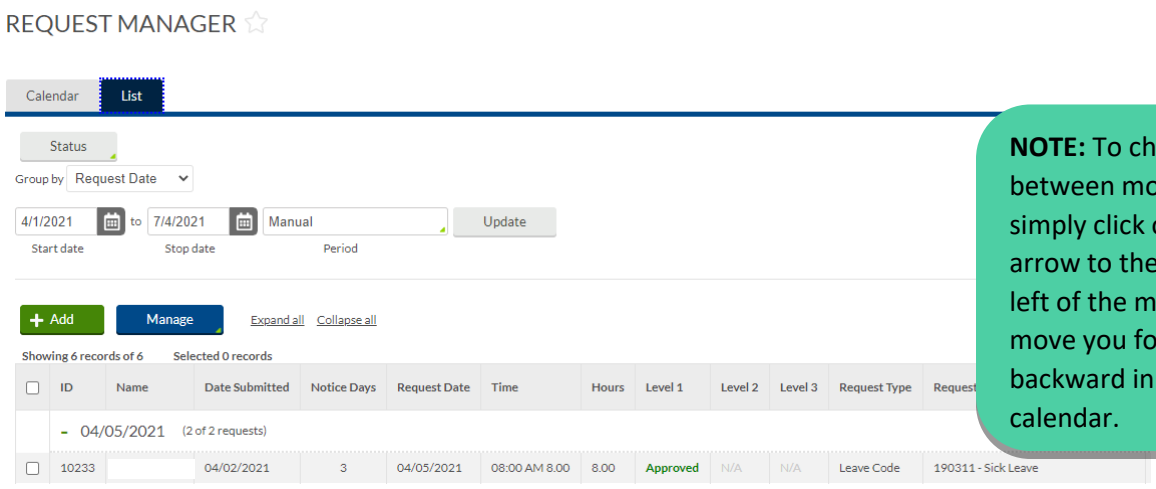
1. Under **Request Manager / Calendar View**
2. Locate the employee request to approve or deny.
3. Right click and select to **Approve Request Level 1** or **Deny** the request.
4. Once you **Approve** the request, it will transfer to the employee's time sheet and turn green/approved.
5. The employee will get an email notifying them of the approval or denial.
6. After the leave request is approved, the employee must go into their time sheet and approve the leave segment.
7. Double check the employee has approved the time off request.



NOTE – To change between months, simply click on the arrow to the right or left of the month to move you forward or backward in the calendar.

List View

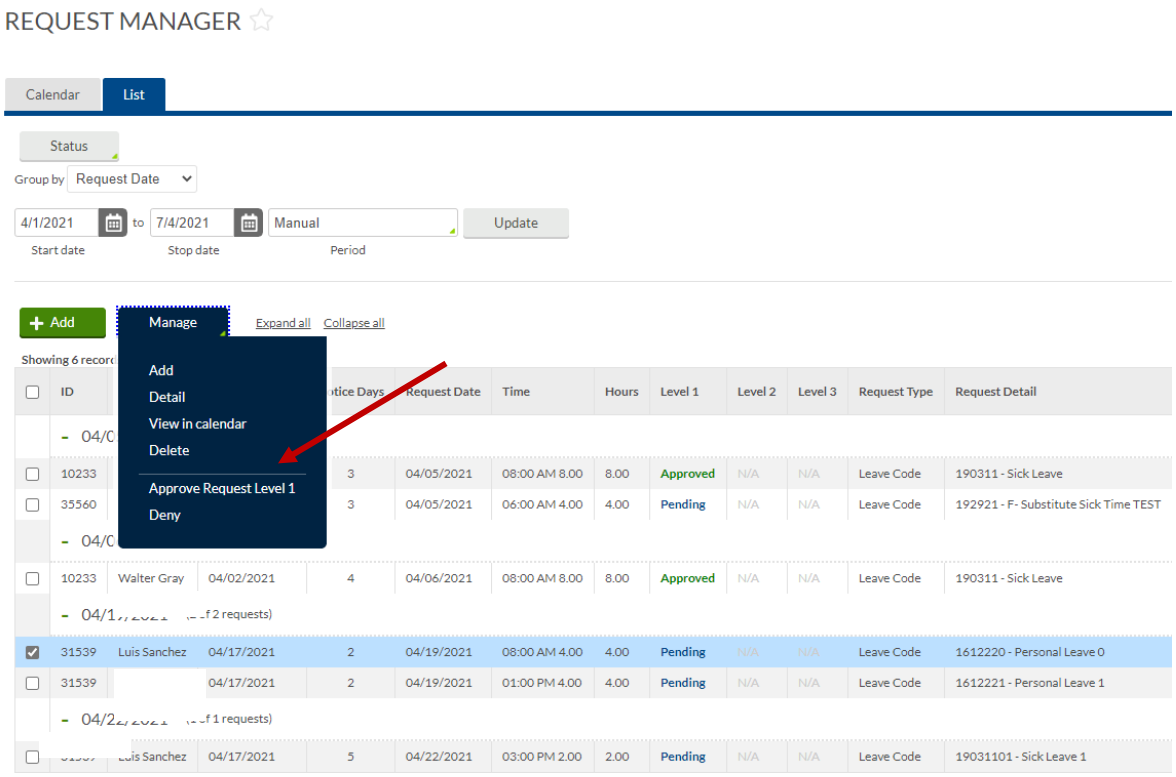
This feature will allow the approver to see employees in a list.



NOTE: To change between months, simply click on the arrow to the right or left of the month to move you forward or backward in the calendar.

How to:

1. Under **Request Manager / List View**
2. Locate the employee's request to approve or deny.
3. **Right click** segment to **Approve Request Level 1 or Deny** the request.
4. Once you **Approve**, the leave hours will appear on the time sheet as approved.
5. The employee will get an email notifying them of the approval or denial.



What If…

What happens if I approve my employee's leave request and their plans change?

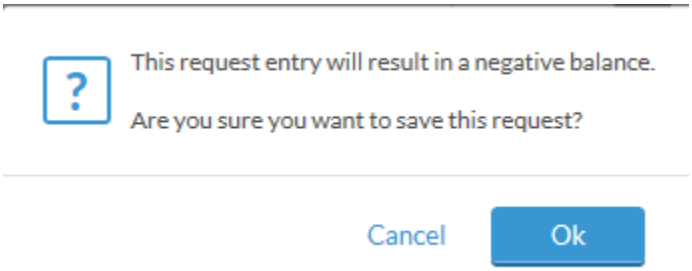
You must delete the leave request/absence AND remove the corresponding time from the employee's time sheet.

What happens if I deny my employee's leave request initially and then later decide to approve it?

The employee must re-submit the request and then you will be able to approve the new request.

What happens if my employee requests leave, and they do not have hours in their balance?

When an employee is out of leave and still requests leave, the employee AND the approver will receive this message:



The employee should hit **cancel** and request this absence to be **Leave without Pay**.

If the employee ignores the negative leave warning and requests the leave anyway, the approver will receive this warning when approving the absence. The approver must **deny** the approval and the employee must resubmit the request with another leave type or **Leave without Pay**.

VII. Reports

Leave Report

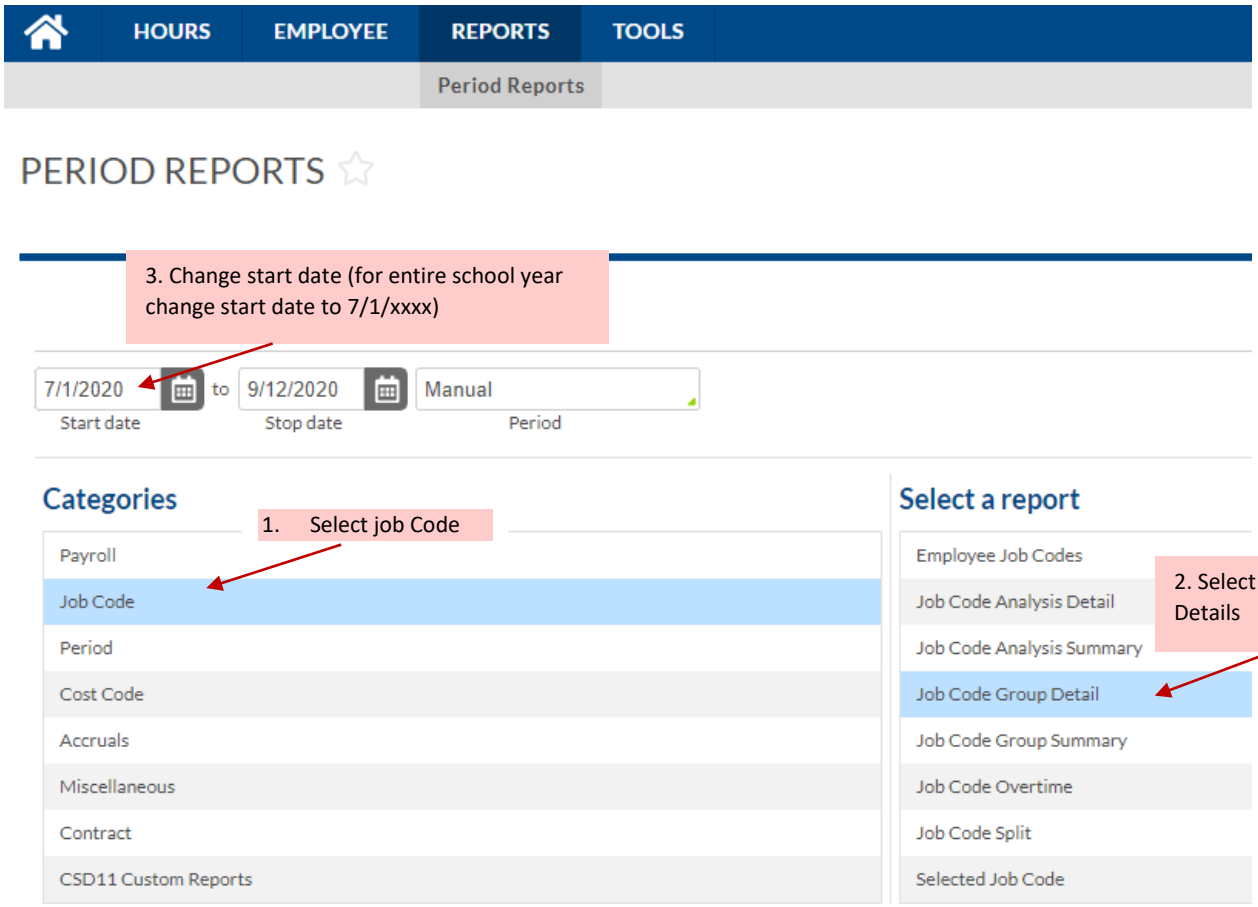
See how many hours employees have reported year to date (e.g., Personal leave).

Period Reports

Catergory – Job Code
Select a Report – Job Code Group Detail

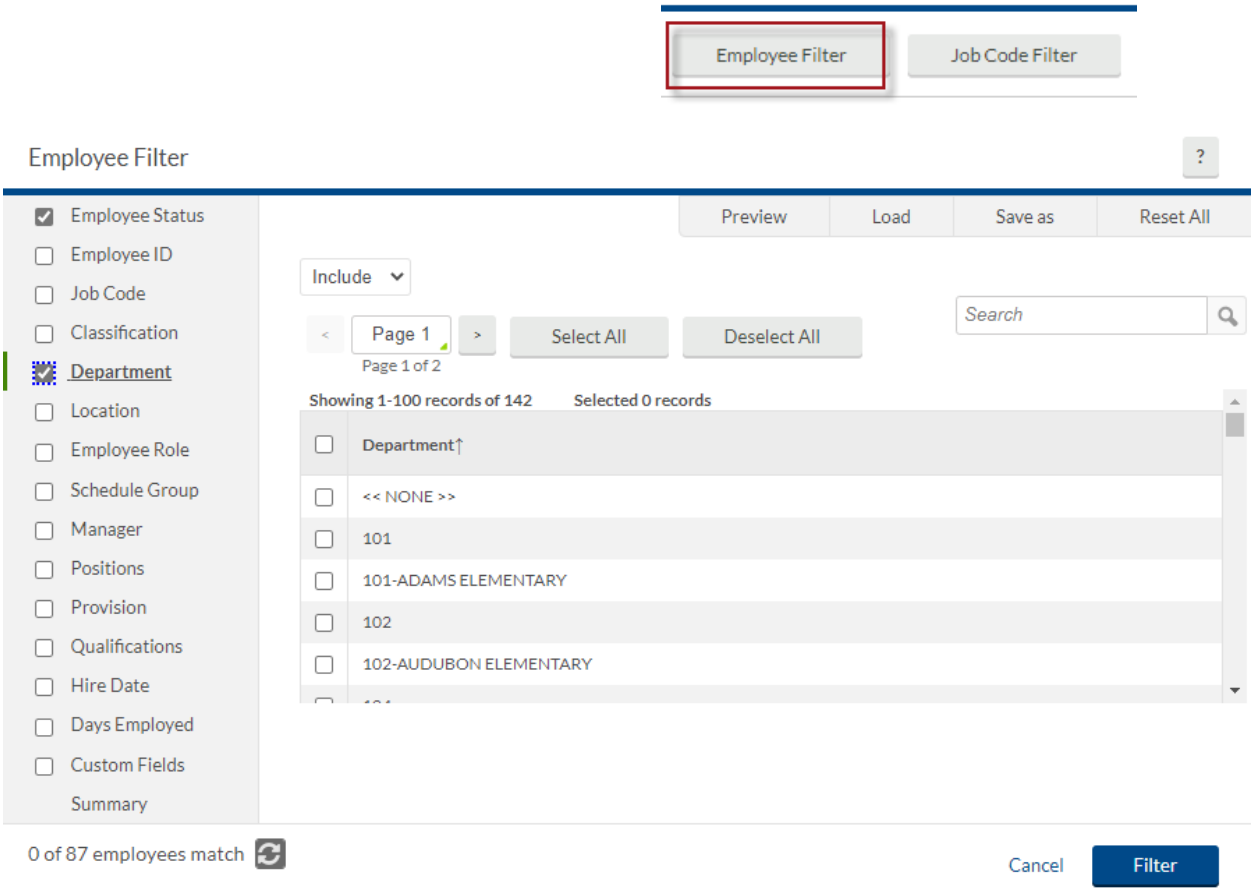
Rules:
Employees may only take 11 personal leave days per year from the sick leave balance.

1. Select **Job Code** under Categories
2. Select job **Code Group Detail**
3. Change start date/end date. **Note:** For personal leave always start with 7/1/xxxx to include the entire school year.

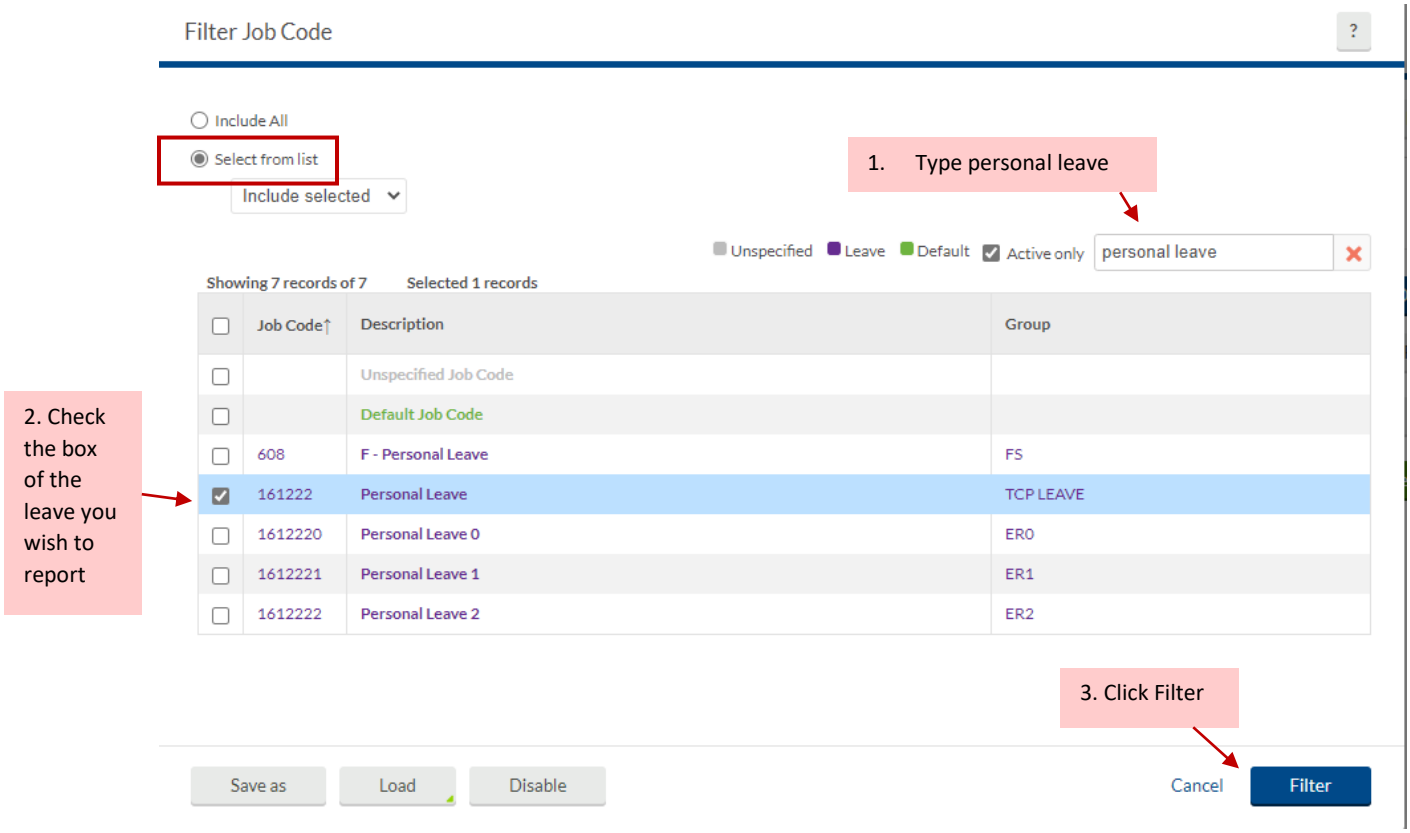


4. Use **Employee Filter** if you want to search for only one (1) employee at a time.

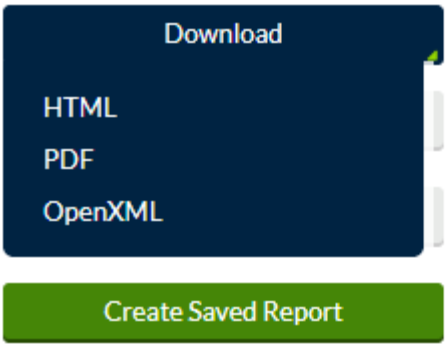
5. If you have access to multiple departments use the **employee filter** to select a specific department. **Note:** If you only have access to your department and want to view your whole department, do not use this filter.



6. Use the **Job Code Filter** to search for the specific leave code (i.e., Personal Leave). Choose one or all; **Personal, Sick, Vacation or Leave without Pay**.



6. Click **Download** and select the format you would like to view your report in.



Sample Report:

Job Code Group Detail
For the period of 7/1/2017 to 4/7/2018

Number	Name	Job Code	Time In	Time Out	Hours	Regular	Overtime 1	Overtime 2	Wages
Summary for: TCP LEAVE									
Em ID	Name	161222-Personal Leave	2/12 07:00 AM	----	8.00	8.00	0.00	0.00	
			Subtotal for	EMP ID	**8.00**	**8.00**	**0.00**	**0.00**	
		161222-Personal Leave	10/27 08:00 AM	----	8.00	8.00	0.00	0.00	
		161222-Personal Leave	12/11 12:30 PM	----	3.50	3.50	0.00	0.00	
			Subtotal for	EMP ID	**11.50**	**11.50**	**0.00**	**0.00**	
		161222-Personal Leave	2/12 01:00 PM	----	4.00	4.00	0.00	0.00	
		161222-Personal Leave	3/15 08:00 AM	----	8.00	8.00	0.00	0.00	
		161222-Personal Leave	3/16 08:00 AM	----	8.00	8.00	0.00	0.00	
		161222-Personal Leave	3/28 01:00 PM	----	4.00	4.00	0.00	0.00	
			Subtotal for	EMP ID	**24.00**	**24.00**	**0.00**	**0.00**	
		161222-Personal Leave	8/2 08:00 AM	----	8.00	8.00	0.00	0.00	
		161222-Personal Leave	9/1 08:00 AM	----	8.00	8.00	0.00	0.00	
		161222-Personal Leave	10/31 08:00 AM	----	2.00	2.00	0.00	0.00	
		161222-Personal Leave	11/10 08:00 AM	----	8.00	8.00	0.00	0.00	
		161222-Personal Leave	12/1 08:00 AM	----	0.50	0.50	0.00	0.00	
		161222-Personal Leave	1/25 09:00 AM	----	7.00	7.00	0.00	0.00	
		161222-Personal Leave	2/5 08:00 AM	----	1.00	1.00	0.00	0.00	
		161222-Personal Leave	2/6 08:00 AM	----	3.50	3.50	0.00	0.00	
		161222-Personal Leave	3/29 03:00 PM	----	2.00	2.00	0.00	0.00	
			Subtotal for	EMP ID	**40.00**	**40.00**	**0.00**	**0.00**	

Overtime

This report allows you to see the number of hours of overtime reported by certain employees, or your entire department, for a selected date range (please note this report does not include extra hours worked/paid).

Period Reports

Catergory – Job Code
Report – Job Code Overtime

1. Select the date range you wish to search.
2. Use **Employee Filter** if you want to search for only one (1) employee at a time. If you want to view your whole department, do not use this filter.
3. Click **Download PDF**

Sample Report:

Job Code Overtime
For the period of 4/2/2018 to 6/9/2018

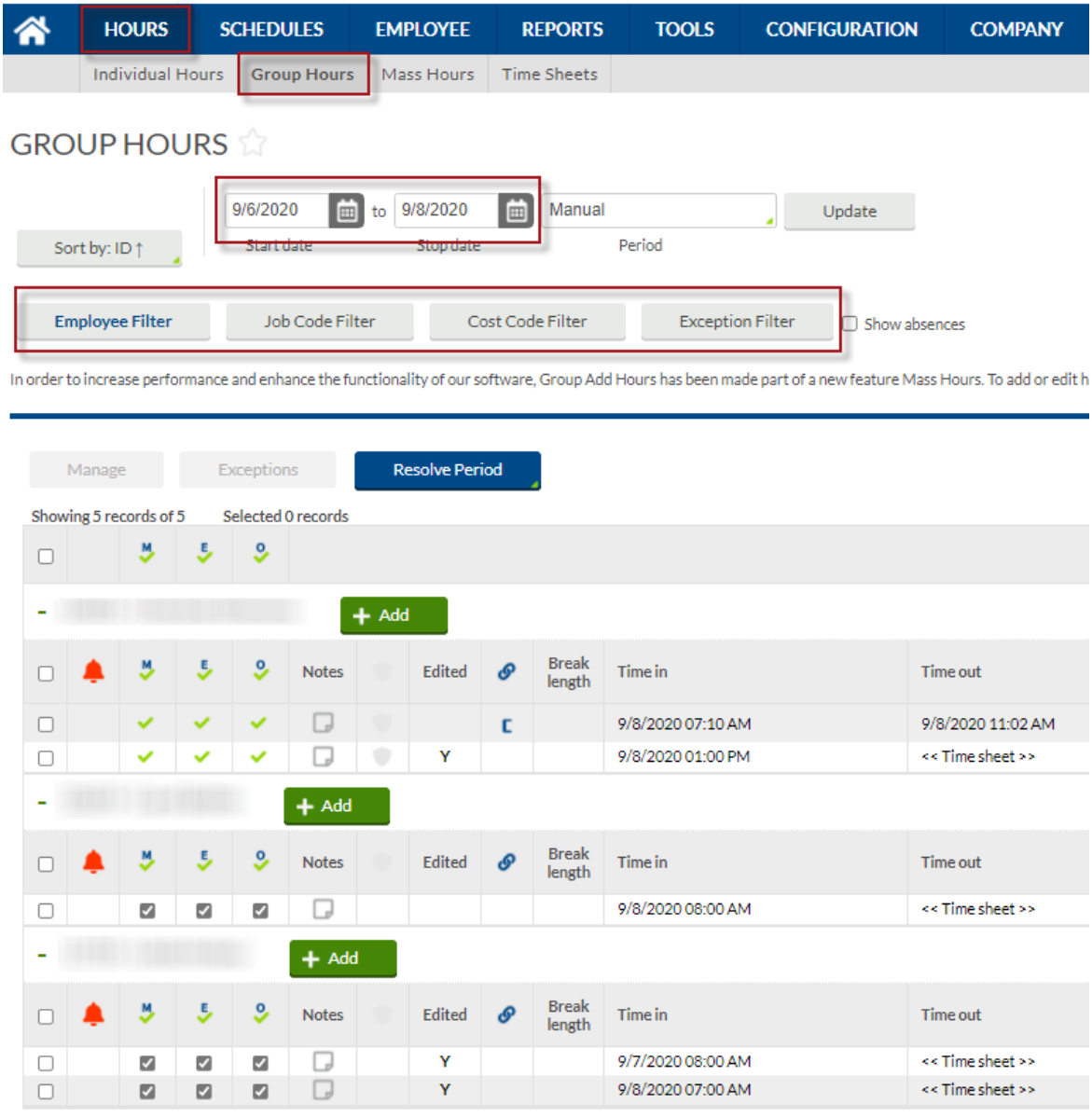
Job Code	Number	Name		Ovt1	Total
Employees Jobe code	Empl ID	Employee Name		11.00	11.00
				0.25	0.25
		Totals for job code		**11.25**	**11.25**
		Employee Name		4.00	4.00
		Totals for job code		**4.00**	**4.00**
			Control Totals:	**15.25**	**15.25**

VIII. Group Hours and Filters

Group Hours

This feature allows approvers to see multiple employee time sheets at once. Approvers may also set multiple filters in Group Hours allowing them to see groups of specific employees and/or filter specific job codes when needed.

This feature under **Hours > Group Hours** is especially helpful for an approver who only approves certain Extra Duty job codes, allowing you to set the filter to see only the job codes you need to approve.



Filters

Filters can be set to see certain employees, job codes, departments, and exceptions. Multiple filters can be applied at the same time. They can be set in Individual Hours, Group Hours, and Reports.

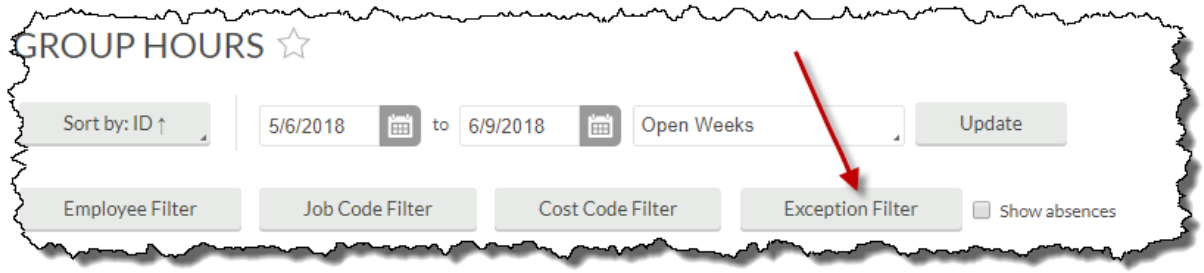
For example, an approver can apply a job code filter to see only one job code and then select the exceptions filter to see which segments need to be approved for that job code.

Exception Filter

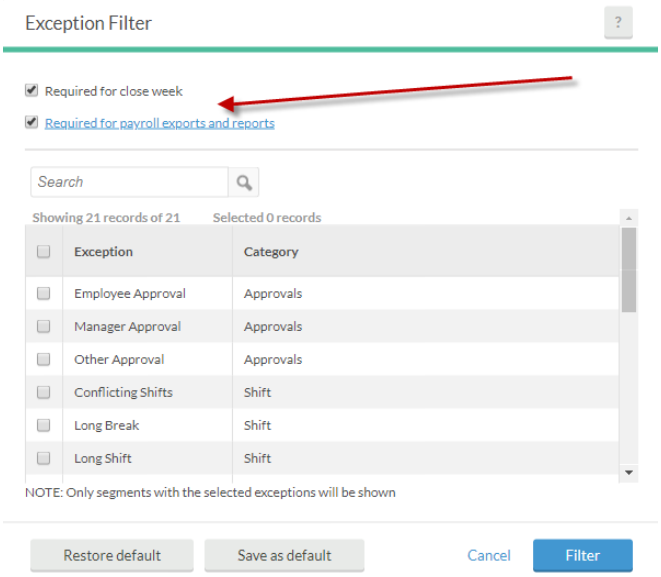
This filter allows you to see the outstanding exceptions that **MUST** be approved weekly. It is important to check each week, every Tuesday by noon, as any exceptions can delay the processing of payroll.

How to:

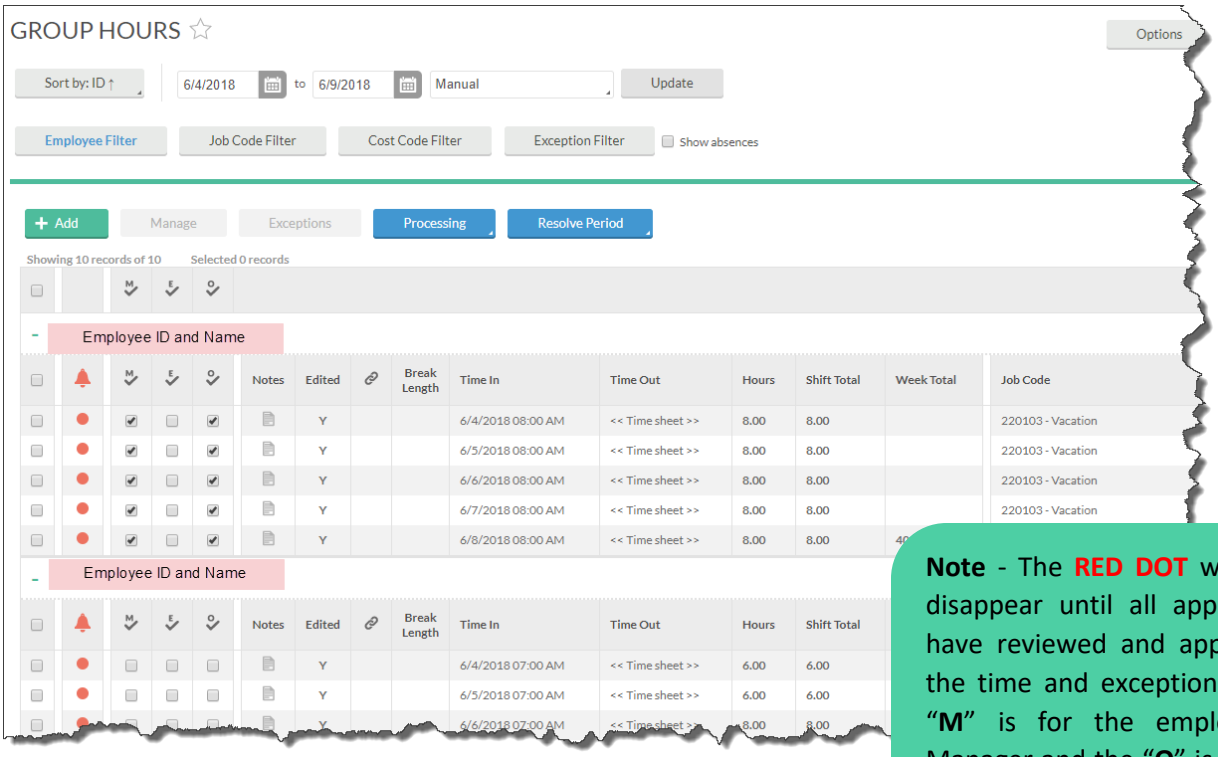
1. Go to **Hours > Group Hours**
2. Click **Exception Filter**
3. Select the date range you are approving. Typically, a week at a time.



4. To see ALL exceptions that are required for payroll processing click the first two check boxes.
5. Click **Filter** to view the employees who have exceptions needing approval.



Note: The exception filter will **only** show you unapproved time segments. It WILL NOT show you missing time segments. Missing time segments could result in pay docking if the employee's contract has not been met. When using exception filter, always look at the employee's Individual Hours as well.



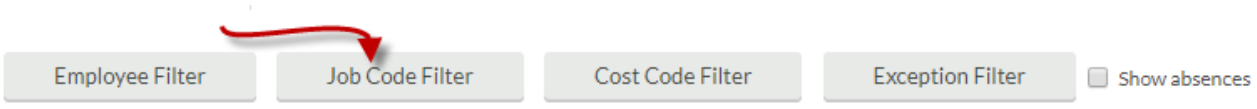
Note - The **RED DOT** will not disappear until all approvers have reviewed and approved the time and exceptions. The "**M**" is for the employee's Manager and the "**O**" is for an additional approval if needed.

Job Code Filter

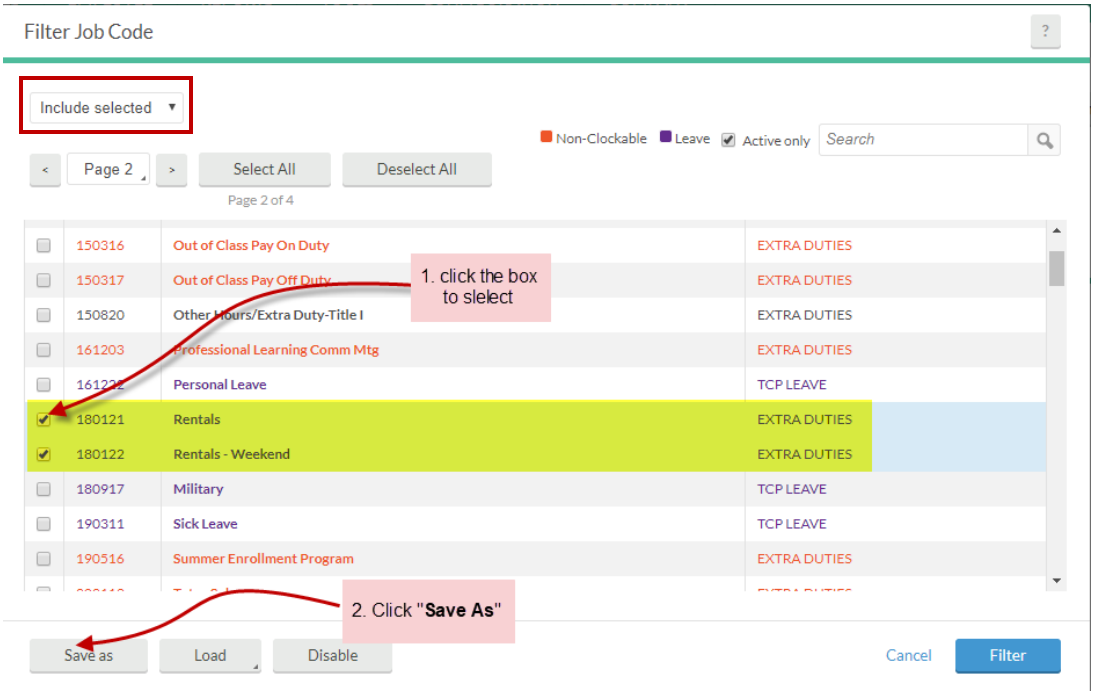
If you are an approver for only certain "extra duty" TCP job codes, you may have access to all employees that could potentially report that code. Using the job code filter will help to only query those employees who have reported that specific job code(s). For example, Rentals, Title, Grants, or Athletics.

How to:

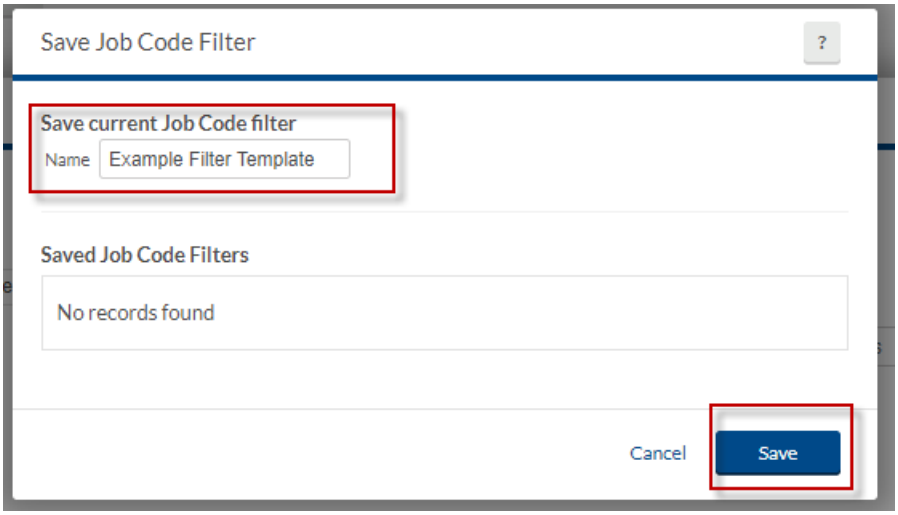
1. Go to **Hours > Group hours.**
2. Select the Job code Filter button.



3. Choose **Select from List**.
4. You can search for job code names in the search field.
5. Check the boxes for the job codes you want to include (or exclude) in your filter.

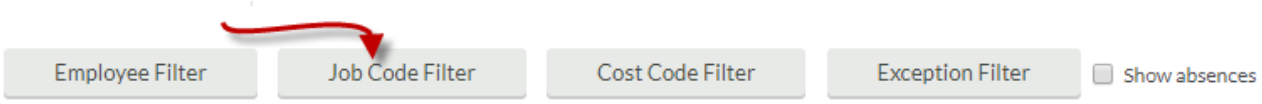


6. Click **Save As** to create a filter template, do this if you will be using the filter often.
7. In the Save Job Code Filter window, name the filter and save.

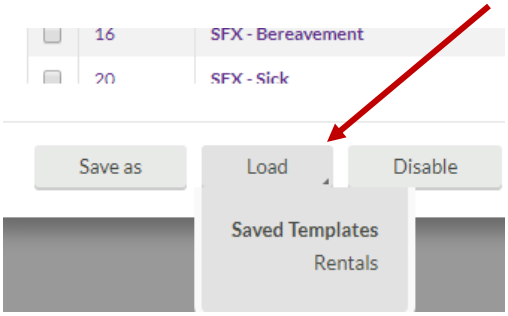


Load Your Filter After it is Saved

1. Select appropriate Filter.



2. Click **LOAD** and select your saved template.



IX. Miscellaneous

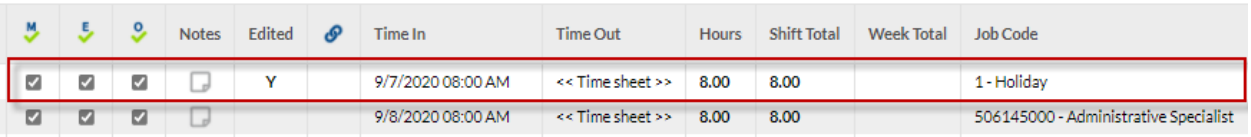
Snow Days/Closure

In the event of a District closure due to a snow day or emergency closure, an entry will be automatically loaded onto the employee time sheet for the snow day/closure by Human Resources. Snow day/closures are not to be entered by the employee. The snow day/closure will be on the electronic time sheet after the snow day/closure occurs, please allow time for this manual process.

When designated "essential personnel" are required to report to work on a snow day/closure, per BOE Policy EBCE-R, the employee should enter a segment of time worked in addition to the automatic snow day/closure entry. This will ensure the employee is paid for time worked in addition to the regular snow day/closure.

Holidays

When a paid holiday occurs for year-round, 260-day employees, the Holiday segment will automatically populate to the time sheet the day after the holiday occurs. Holidays are not to be entered by the employee but must be approved by the Employee, Manager and Other.



M	E	O	Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
☑	☑	☑		Y		9/7/2020 08:00 AM	<< Time sheet >>	8.00	8.00		1 - Holiday
☑	☑	☑				9/8/2020 08:00 AM	<< Time sheet >>	8.00	8.00		506145000 - Administrative Specialist

Less than 260-day employees do not receive holiday pay and therefore should leave that day empty on their time sheet.

Extra Duties

If the employee has performed extra duties, in addition to their daily contract job, then the employee must report those extra duties in separate time segments. Extra duty hours worked will count towards extra pay and overtime.

Crossing Guard

Rules:

- District ESP employees who perform Crossing Guard duties are paid the regular Crossing Guard hourly rate in addition to their regular pay when performed during their regular contract hours.
- When performing Crossing Guard duties after the regular contract job shift, the employee is only paid for Crossing Guard time.

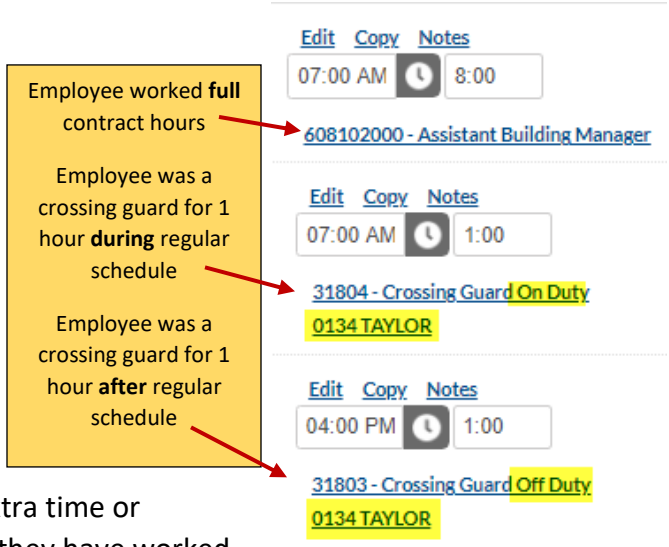
- Employees must have completed the required training and certification through Risk Management to be eligible to report this code.

How to:

1. Select whether the employee was a Crossing Guard during normal schedule or outside of normal schedule.
2. **Add** another segment of time. Click the link to update the **Job Code** and choose Crossing Guard (On Duty or Off Duty).
3. Must select the **Cost Code** (school location) in which Crossing Guard duty was performed.
4. Change the **Time In** to reflect the time began working as a Crossing Guard duty.
5. Change the number of **Hours** to reflect the time worked as a Crossing Guard.
6. The Manager and Other approves the time to confirm the correct cost code location is selected.

Crossing Guard On Duty – Duty performed during normal schedule

Crossing Guard Off Duty – Duty performed either before or after normal schedule. This usually puts the employee into either extra time or overtime (40+ hours) if they have worked the rest of their weekly contract hours.



NOTE: After entering your time worked, you must check ☑ Approve and then click Accept to save your entry.

Game Worker/Coach/Intramurals

Rules:

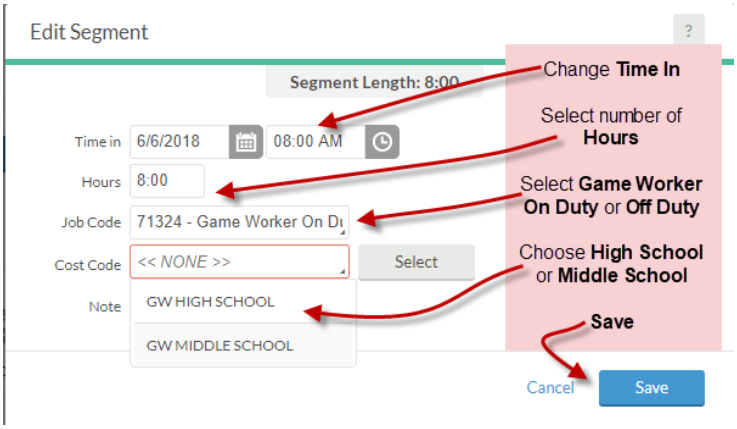
- Perform the job duty as requested by the Athletic Supervisor.
- Cannot exceed the maximum number of hours as a coach allotted by Athletics Department for that job assignment.

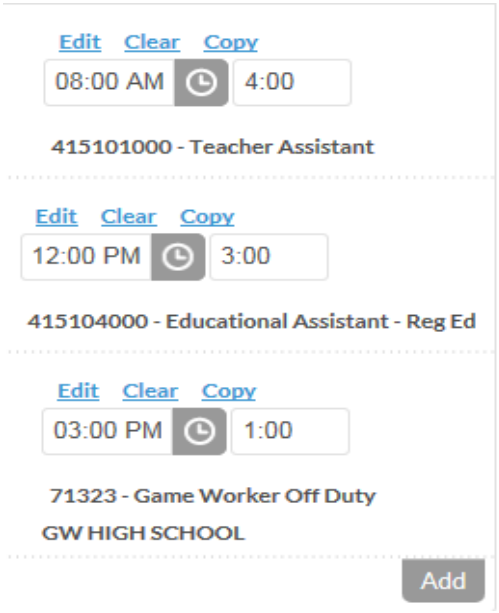
How to:

1. The employee selects whether he/she was a Game Worker or a Coach during their normal schedule or outside of their normal schedule.
2. Select the **Cost Code** (Job Location) of duty performed**.**
3. Change the **Time In** to reflect the time they began working as a Game Worker or Coach.
4. Enter the number of **Hours** to reflect the time worked as a Game Worker or Coach.
5. The Manager and Other approves the time to confirm the correct cost code location is selected.

Game Worker On Duty or **Coach On Duty** – Duty performed during normal schedule.

Game Worker Off Duty or **Coach Off Duty –** Duty performed either before or after normal schedule. This usually puts the employee into either extra time or overtime (40+ hours) if they have worked the rest of their weekly contract hours.





Example: Game Worker after normal contract jobs (Off Duty)

Class Coverage

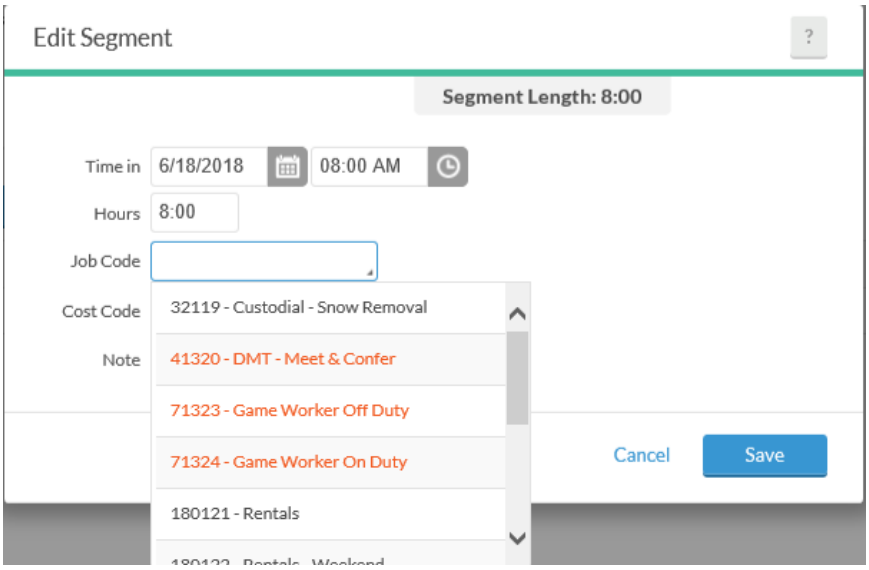
Rules:

Employees must have a current, unexpired, CDE teacher license or substitute authorization on file with Human Resources to be able to select **Class Coverage License**.

Pursuant to the ESP Handbook Article 4.3.3
Should it be necessary for an employee to provide coverage when a certified substitute is not available, compensation will be their hourly rate of pay, and in addition the employee will receive the hourly rate found in the Level N01 minimum salary rate, divided by the number of employees covering the absence. An ESP should always be supervised by a licensed employee who is within the vicinity. If an ESP employee has a teacher's license, compensation will be their hourly rate of pay, and in addition will receive the current licensed substitute hourly rate of pay.

How to:

1. The employee must **ADD** their regular contract job hours.
2. Then **ADD** another segment of extra time worked during his/her regular contract job (time will be worked concurrently for both jobs).
3. Employees should click **EDIT** to adjust the **Time In** and number of **Hours** worked.
4. **Class Coverage No License** job code should be selected unless they have a current CDE teacher license or substitute authorization, then they should report **Class Coverage License.**
5. The Manager and Other approves the time to confirm the correct cost code/location.



Other Extra Duty Job Codes Available

Common codes that may be used by ESP staff:

- Health Technician
- Lunchroom Aide
- Office of the Principal (Clerical, Paraprofessional, Crafts/Trades)

- Rentals
- Tutor
- Webmaster
- Title – Miscellaneous
- Grants – Miscellaneous

Common custodial approved codes (approved/paid for by Facilities):

- Custodial - Snow removal
- Custodial - Emergency
- Custodial - Vandalism
- Custodial - Support Other

Contact your supervisor or Human Resources for further questions regarding these extra duties.

Accounts and TCP

In the past, you have been able to use funds from a small number of accounts to cover many expenses. However, new information has surfaced indicating that certain expenses should only come out of specific accounts according to the CDE Chart of Accounts. Below is a general breakdown of how accounts relevant to TCP are organized:

For ESP, there are three different relevant account types based on job classification:

1) Paraprofessional
2) Crafts/Trades
3) Clerical

For each of these account types there are three additional subcategories that determine what account should be charged based upon the hours an employee worked. These are:

1) Regular time
2) Additional time (when an employee works hours beyond their normal workday but does not exceed 40 hours in a workweek)
3) OT - Overtime (Any hours over 40 in a workweek)

Accounts can be in the negative due to additional hours that you had previously used a different account for. In the future, please be prepared to see charges to these accounts based on the above information. For example, if you have a School Staff Assistant who normally works seven hours a day but worked an extra hour one day during the week, that extra hour will be charged to their clerical additional time account, not their regular salary account.

Changes to accounting practices may result in deficits to accounts that may not have been used before. Therefore, we strongly encourage you to transfer funds by budgeting in advance for possible extra hours and OT hours. OT funds are distributed at the beginning of the year to the Office of the Principal account, so we encourage you to transfer funds from that account to the appropriate OT accounts that are underfunded. If you need further guidance on budgeting for your accounts, please contact the Financial Services Office.

Because of the specificity of how accounts are charged, it is imperative that time is properly recorded in TCP. If an employee accidentally reported 9 hours worked but 2 of those hours should have been reported as Crossing Guard, then a Journal Entry becomes necessary to make a correction. It is therefore up to the employees and approvers to work together to ensure that time is accurately recorded to reflect the kind of work an employee performed during their day. Sean Daniel, HRIS Coordinator, is always available to help answer questions regarding what Job Code should be recorded, so please do not hesitate to call, or email with questions.

Deficits can be corrected by budget transfers using the Office of the Principal account. Therefore, effective March 1, 2019, all ESP employees will have access to record extra time worked using a new code in TCP called “Office of the Principal” (to be used for meetings, parent nights, back to school night, etc.) at your direction to your ESP staff so that their time is charged correctly, and no transfers need to be made. Keep in mind there will now be multiple TCP codes that charge to the Office of the Principal account, 1) Office of the Principal – Clerical 2) Office of the Principal – Parapro, 3) Office of the Principal – Crafts/Trades.

Additionally, TCP is still being implemented throughout the District, so many job codes may not yet exist in the system to report. If a new code ever needs to be created, please contact the TCP Specialist to get the Job Code creation process started.

If you have any questions about TCP, please contact Sean Daniel. If you have specific questions regarding accounting or budgeting practices, please contact Amber Hickman or Laura Hronik.

X. Appendix

Job Codes that Use SmartFind Express for Absence Reporting:

Family Center Team Leader
Master Group Leader
Educational Assistant - Early Childhood
Educational Assistant – ELL
Educational Assistant – Reg. Ed
Educational Assistant – SPED
Educational Assistant - Title 1
Title 1 ELL Educational Assistant
Hall Monitor
Study Hall Supervisor
Class Size Aide
Teacher Assistant
Title 1 Teaching Assistant