TIMEKEEPING FAQ's FOR HOURLY EMPLOYEES

- Celina ISD has implemented a timekeeping system (Frontline) to collect all of your work hours.
- You can access the time clock with your assigned key card at one of the district time clock kiosks or by accessing the Frontline Time and Attendance website with your login credentials.
- It shall be YOUR responsibility to:
  - Ensure that all work hours are submitted through the timekeeping system. Working "off the clock" is NOT permitted under any circumstance.
  - Maintain possession of your badge and protect your login credentials at all times. Report lost badges to your immediate supervisor.
  - Submit all timekeeping corrections on a Timekeeping Correction form.
  - Obtain approval from your administrator before working extra hours beyond your normal schedule.
- It shall be THE DISTRICT'S responsibility to:
  - Pay you for every hour worked.
  - Pay you at no less than 1 ½ times your regular hourly rate for all hours worked over 40 hours in a workweek (Sunday-Saturday).
  - Maintain accurate records of all hours worked and compensation for those hours.
- Celina ISD will compensate for extra hours in compensatory time.
  - Comp time shall accumulate but must be used during the school year in which it is earned. Any unused comp time will be paid out on the June paycheck.
  - Accumulated comp time shall not exceed 60 hours at any given time.
- Celina ISD has established a 7 ½ minute rounding rule.
  - You may clock in up to 7 ½ minutes before or after your official starting time. This grace period is not an excuse for tardiness.
  - You may clock out up to 7 ½ minutes before or after your official starting time. This grace period is not an excuse for early departure from the assigned schedule.

- Falsifying timekeeping records or directing or coercing others to do so is a violation of the *Educator Code of Ethics* and shall be subject to immediate termination. Falsifying of timecards may include, but is not limited to:
  - Punching in/out for another employee or having another employee punch in/out for them.
  - Fraudulent time entry.
- Business Office Contact Information:
  - Amber Pennell, Chief Financial Officer
  - Shawna Mathews, Assistant Business Manager / Payroll Manager
  - Kathryn Brooks, Accounts Payables
  - Melissa Depaolo, Business Office Support Specialist