



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Timekeeping System – For Non-Exempt Employees

The KRONOS time and attendance system allows an employee to “clock” in and out by entering their employee ID number and utilizing biometrics (fingerprint scan). The data is real time and can be edited or corrected by an authorized KRONOS editor from a personal computer.

The appropriate supervisor/administrator is required to verify and provide final approval of all time cards for non-exempt staff assigned to their campus/department on a weekly basis, ideally by end of day Monday for the workweek prior.

Time Clock Procedures

The following procedures are to be used by appropriate personnel for reporting their worktime and absences in the KRONOS system:

1. An employee may not report or be on a paid-status until they clock in using biometrics (fingerprint) and their employee ID number at a time clock.
2. An employee may clock in up to seven (7) minutes after the official starting time. This grace period will not be considered an excuse for tardiness.
3. An employee may clock out up to seven (7) minutes after the official departure time.
4. An employee must clock out when leaving assigned work schedule or campus for personal reasons unrelated to assigned tasks.
5. An Absence from Duty/KRONOS Punch Change Request form must be completed and submitted to his/her immediate supervisor for approval and editing of their timesheet.

Rounding Time Chart: Minutes converted to 100ths

0 – 7 minutes	= 0
8 – 22 minutes	= .25
23 - 27 minutes	= .50
38 – 52 minutes	= .75
53 – 60 minutes	= 1.00

Employee Responsibility

An employee has the responsibility to utilize the timekeeping system consistently to clock in/out. Employees should limit the number of edits needed by adhering to this process. Employees should submit his/her absences from duty and corrections/edits needed on an approved form provided by the Payroll department and submit the documentation to his/her supervisor for approval. An employee's due process for violation of time accounting procedures is as follows:

1. Oral warning/discussion
2. Written counseling document
3. Recommendation for suspension
4. Recommendation for termination

An employee who misuses his/her time card will be recommended for immediate termination. Misuse of time may include, but is not limited to the following: Punching in or out for another employee or having another employee punch in or out for them; fraudulent time entry to include consistently requesting manual edits, failing to punch in/out often, working through lunch without supervisor approval.

Editor Responsibility

Editors are responsible for obtaining necessary forms and information for timekeeping documentation. Edits made require a completed form and signed by the employee i.e., missed punches, absences, time corrections. These forms should be kept at the campus/department-level and should be readily available if requested for auditing or research purposes.

Editors should also utilize the “comment/note” feature in Kronos. Documentation of the edit should also be added there. Once the edits/review have been completed by the Editor weekly, the Administrator should then be notified that the timecards are ready for final approval.

Administrator Responsibility

Administrators are responsible for the timely and accurate submission of timecards to Payroll. After the campus/department editors have completed their review and edits, Administrators should use the approve timecard feature once their review is completed. Once done, Payroll will then process and ‘lock’ the timecards so no further edits/changes can be made.

Compensatory Time (Comp time)/Overtime (OT) – please reference LOCAL Policy DEAB

Comp time and overtime should be tracked at the campus/department-level. All comp time and overtime should reconcile and balance with the employee’s timecards. Upon use of comp-time, it should be applied to the employee’s timecard by the Editor with the “comp time” pay code and amount to be used. The used amount should then be deducted from the employee’s comp time/overtime balance.

Comp time and overtime are calculated at time-and-a-half only when an employee’s **physical** work hours exceed 40 hours per work week. If the employee did not physically work 40 hours that week, comp time is calculated at straight time.

For example:

Calculated at time-and-a half:

Employee works 40hours Monday through Friday, then works on Saturday for 4 hours.
 $4 \text{ hours} \times 1.5 = 6.00$ comp time earned (or overtime to be paid at their regular hourly rate).

Calculated at straight-time:

District is closed Monday then employee works 32 hours Tuesday through Friday. Employee works 4 hours on Saturday.
4 hours comp time is earned (or 4 hours overtime to be paid at their regular hourly rate). This is referred to as ‘straight time’.

The option to accrue comp time or submit to Payroll for payment is at the discretion of the campus/department administrator. If submitting for payment, the Request for Supplement Pay form should be used and all documentation (time cards showing the comp time/over time earned and the tool used to track) should be submitted.