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# **WEST CHESTER AREA SCHOOL DISTRICT**

**AND**



**EMPLOYEE  
USER GUIDE**

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## Payroll Basics

- The payroll period consists of two weeks, beginning on alternative Wednesdays and ending on alternative Tuesdays
- All time is recorded in hours and tenths of hours (6 minute intervals). The following table illustrates how time is rounded:

Time Punched	Rounded To	Time Punched	Rounded To	Time Punched	Rounded To
7:54 AM	7:54 AM	8:00 AM	8:00 AM	8:06 AM	8:06 AM
7:55 AM	7:54 AM	8:01 AM	8:00 AM	8:07 AM	8:06 AM
7:56 AM	7:54 AM	8:02 AM	8:00 AM	8:08 AM	8:06 AM
7:57 AM	8:00 AM	8:03 AM	8:06 AM	8:09 AM	8:12 AM
7:58 AM	8:00 AM	8:04 AM	8:06 AM	8:10 AM	8:12 AM
7:59 AM	8:00 AM	8:05 AM	8:06 AM	8:11 AM	8:12 AM

- All overtime must be preapproved by the principal or the appropriate supervisor. Overtime is paid in accordance with employee’s bargaining agreement and Board policy. Current contracts stipulate that overtime is paid for work over 40 hours per week. Under this calculation, overtime will accumulate when the employee works over 40 hours. For employees scheduled less than 40 hours, the payroll system will account for time beyond their regular schedule as “Regular Overtime”.
  - **Employees are required to approve their electronic timecard by 3:00 PM on the Wednesday following the close of the pay period.**
  - Principals or supervisors are approvers. Approvers must approve the electronic timecard to authorize payment for time worked.
  - Approvers are responsible for making corrections to timecards and entering paid time off (sick, vacation, personal, comp).
  - Paid holidays will be automatically populated by the system.
  - Lunch breaks are automatically deducted from timecards. Approvers have the ability to change the lunch break deductions on a daily basis.
  - All default corrections should be reported to payroll for correction.
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## Punching in with Time Clock

Hold badge up to the target



Read display panel



Press enter to complete

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## Logging into TimeForce

TimeForce is a web based application. To access the program you must have Internet Explorer installed on your computer.

### LOG INTO TIMEFORCE

1. Open the TimeForce in a browser. The browser link can be found on your portal page. We recommend that you make this a favorite in your browser for easy access.



2. Enter your **Username, Password and Company Code.**

**Your Username is your District Username.**

**On your initial login, your Password is Wcasd1234 (make sure you use a capital W). You will be prompted to change your password.**

**The Company Code is WCASD.**

3. Click the “Remember Me” box to save your Username and Company Code.
4. Select “**Login.**”

***Tip: You only get three attempts to login before you are locked out of the system and have to call IT. Therefore, if you put in the password wrong two times, we recommend you click on “Forgot Password?” This will send you an email to reset your password***

# Timecards

## VIEWING PUNCHES – TIME CARD Screen

The Time Card screen lists the IN and OUT times that the employee worked each day. When an employee uses his/her ID badge at a clock, a punch time is recorded on this screen.

The screenshot displays a web browser window titled "Time Card - Windows Internet Explorer". The address bar shows the URL: <https://timecard.wcasd.net/timeforce/Timecard/Tin>. The page has a blue header with "TIME CARD" and "EMPLOYEE" tabs. Below the header, the employee name is "WILSON SR, ROBERT ADAMS (4885)" and the status is "Active". The date range is set to "Wednesday 12/25/2013 to Tuesday 1/7/2014".

Date	Wed 25	Thu 26	Fri 27	Sat 28	Sun 29	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Total Paid	Total Unpaid	Total Hours
In																	
Out																	
Accumulated Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals															0.00	0.00	0.00

Below the table, there is a "Verification" section with the text: "I certify that I have reviewed the above time card and that it is accurate." The date range for verification is "12/25/2013" to "1/7/2014". There are checkboxes for "Employee" and "Manager".

## TIME CARD PUNCH ERRORS

View Bi-Weekly		Wednesda					
Date	12/17/2012	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Mon 17
In	08:00 AM • *	08:00 AM •	04:00 PM •				08:00 AM •
Out			04:00 PM •				04:00 PM •
Punch Errors		MP		MP			
Lunch Deductions			1.00				1.00
Total Hours		0.00	7.00	0.00	0.00	0.00	7.00
Pay Codes							
EG			7.00				7.00
OL							

Above is a time card with multiple errors. Time card errors will disappear as the time card is corrected. Punch errors are generally created when an employee does not punch on their scheduled day.

Below is the error that you may see on the time card.

**MP** – MISSED PUNCH

Principals or Supervisors are responsible for correcting errors.

## APPROVING TIMECARD – TIME CARD Screen

Employees are required to verify and approve their own time cards in the system.

A pay period can only be approved once it has ended and must be approved by 3pm on the approval Wednesday. Employees are encouraged to view their time card during the pay period looking for issues. **All issues should be reported to their approver for resolution.**

The Time Card screen is shown in a table format, with each column representing a day of the week. The column on the left-hand side of the screen shows the row headers. The time clock punches, total hours, pay codes, grand totals, etc. are all displayed as rows in the table. The main body of the table displays your punches under the days of the week headers. The punches are totaled under the Accumulated Hours section of the screen. Any totals assigned to a pay code are displayed under the Pay Codes section of the screen. Hours are totaled under the Grand Totals header.

The hours and earnings totals for the displayed date range are displayed in the box in the lower right-hand corner of the screen.

The Verification section is displayed at the bottom of the screen below the hours totals. To approve the pay period, you must click on the box under the Verification section of the screen. A green check mark appears, denoting that the pay period has been approved.

View	Bi-Weekly	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total Paid	Total Unpaid	Total Hours
Date	1/6/2014																	
In																		
Out																		
Accumulated Hours																		
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Pay Codes																		
Grand Totals																0.00	0.00	0.00
Verification																		
I certify that I have reviewed the above time card and that it is accurate.																		
= 12/25/2013																		
<input type="checkbox"/> Employee																		
<input type="checkbox"/> Manager																		

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If an approver makes a change to a timecard after employee approval, the employee must re-approve the timecard.