Non-Exempt Staff Training.





Orenda Education

Updated 8-5-26

What is the difference between Exempt & Non-Exempt?

Exempt:

- Paid at a daily rate
- Do not clock in/out
- Not eligible for overtime pay

Non-Exempt:

- Paid at an hourly rate
- Must clock in/out
- Eligible for overtime pay
- Paid for extra time worked

What is annualized compensation?

Compensation is annualized (salary is paid in 12 **equal** installments) so employees will receive paychecks for months in which the do not have calendar (work) days.



For Example

Hourly Rate	$15.00 / hour
Scheduled Hours / Day	8 hours
Calendar Days	187 days

Daily Rate: $15 x 8 = $120.00

Annualized Compensation: Daily rate x Calendar Days

$120.00 x 187 days = $22,440 per year

Gross Monthly Compensation:

$22,440 / 12 months = $1870.00 per month



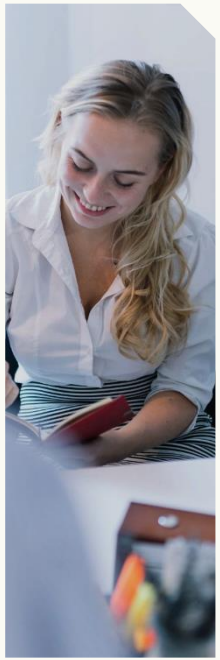
Calendar & Schedule

01

Know Your Calendar

It is your repsonsibility to know which days you work.

Your calendar may be different than others you work with.



02

Work Your Schedule

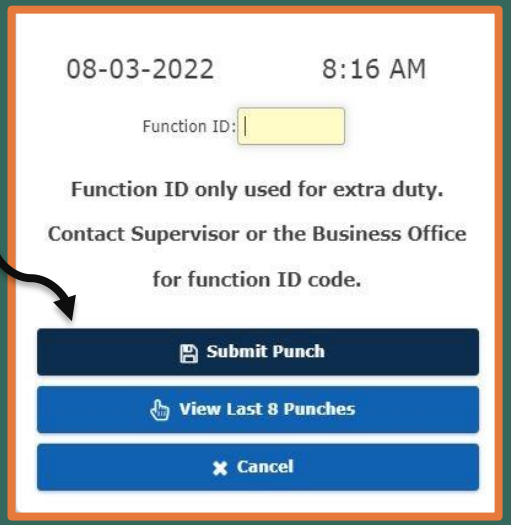
- Non-Exempt Staff work full days, even on early release days.
- View your schedule in the Employee Service Center

Clocking In.

- In order to clock in, you must be logged into the Orenda internet network.
- From the regular Frontline site, log in using your User ID & Password



- Click on the Clock Icon (upper right corner- red arrow)
- Select "Submit Punch" (black arrow) to clock in/out



Clock Punch rounding.

At the end of the work day, Frontline calculates total punch hours and will round time worked in 15 minute increments for payroll calculations.

Time worked less than 8 minutes will be rounded down (after totaling work day punches).

7:51 hrs ↓
7:45 hrs

Time worked over 8 minutes will be rounded up (after totaling work day punches).

8:08 hrs ↑
8:15 hrs

Your work day begins when you clock in.

- John clocks in at 8:00 am, gets coffee and reads the newspaper for 20 minutes.
- Jane clocks in after lunch at 12:30 pm and makes a 15 minute personal phone call.

If you need to accept a personal call or attend to a personal matter lasting more than a few minutes, then you must clock out. We value your honesty- not just for accurate time reporting but also for worker's comp liability.

Examples: attending your child's class party, placing a personal online order, leaving to get breakfast/lunch, personal calls.

TIMECARD Notes

You may need to add notes to your timecard. You will do this in the Employee Service Center (ESC).

- **Notes are required for:**
  - Working more than 15 minutes OVER or UNDER your day's scheduled hours.
  - No lunch taken
  - Staff Development and School Business absences
  - Bereavement Leave – incl. relationship in the notes to verify policy is met
  - Jury Duty – Jury Summons note must be attached
  - Flex Time

- **Notes should be detailed – what, when, where and why**
  - Overtime/Extra Hours notes do not need to include a list of all your job duties, only what you were working on during the extra time worked.

- **It is your responsibility to enter required time card notes for the current week before the next week starts (By Sunday).**

- **Your Campus Timecard Approver/Supervisor should not have to contact you to ask you to enter your notes.**

TIPS for Clocking In.

View Last 8 Punches

Allows you to see if punch has "taken"

Check Timecard Daily (ESC)

To see if you have any missed or duplicate punches & add required notes

Clock In With Cell Phone

Orenda Network & sign in to Frontline (check with your campus to see if this is available to you.)

Check Timecard on Friday

Ensure it is correct & notes are entered

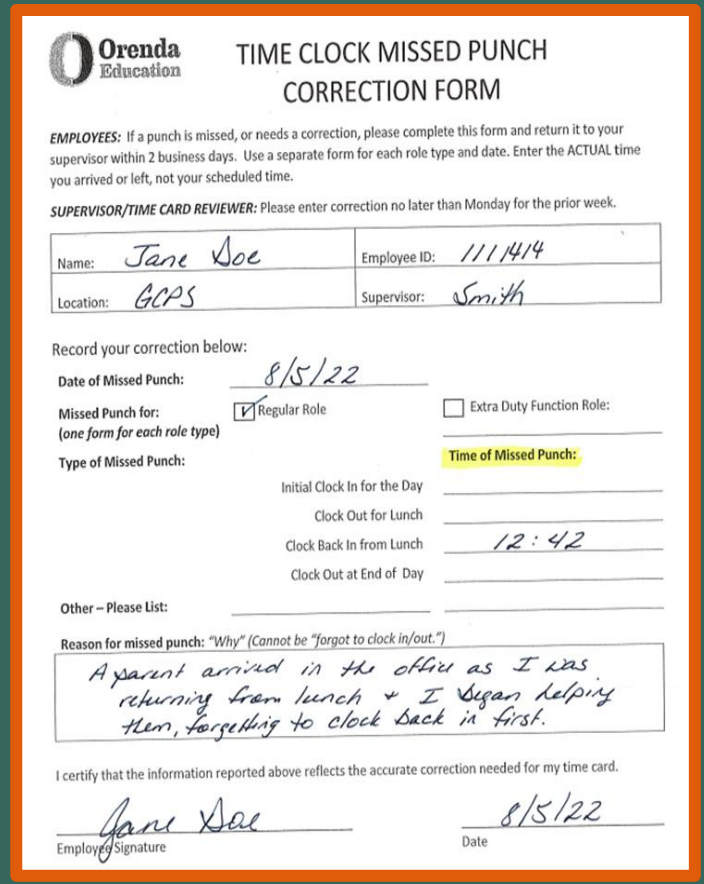
Missed Punches & Missed Punch Form.

If you miss a punch - skip that punch. There is no need to clock in when you remember.

If you miss the first punch of the day, skip that punch and punch in/out normally the rest of the day.

You must turn in a Missed Punch Form within 24 hours to your Supervisor.

Clocking in & out correctly is very important. You should never have more than 1 or 2 missed punches per month.



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TIME CLOCK MISSED PUNCH CORRECTION FORM

EMPLOYEES: If a punch is missed, or needs a correction, please complete this form and return it to your supervisor within 2 business days. Use a separate form for each role type and date. Enter the ACTUAL time you arrived or left, not your scheduled time.

SUPERVISOR/TIME CARD REVIEWER: Please enter correction no later than Monday for the prior week.

Name: Jane Doe	Employee ID: 111414
Location: GCPS	Supervisor: Smith

Record your correction below:

Date of Missed Punch: 8/5/22

Missed Punch for: *(one form for each role type)* ☑ Regular Role ☐ Extra Duty Function Role: _____

Type of Missed Punch: **Time of Missed Punch:**

- Initial Clock In for the Day: _____
- Clock Out for Lunch: _____
- Clock Back In from Lunch: 12:42
- Clock Out at End of Day: _____

Other – Please List: _____

Reason for missed punch: *"Why" (Cannot be "forgot to clock in/out.")*

A parent arrived in the office as I was returning from lunch + I began helping them, forgetting to clock back in first.

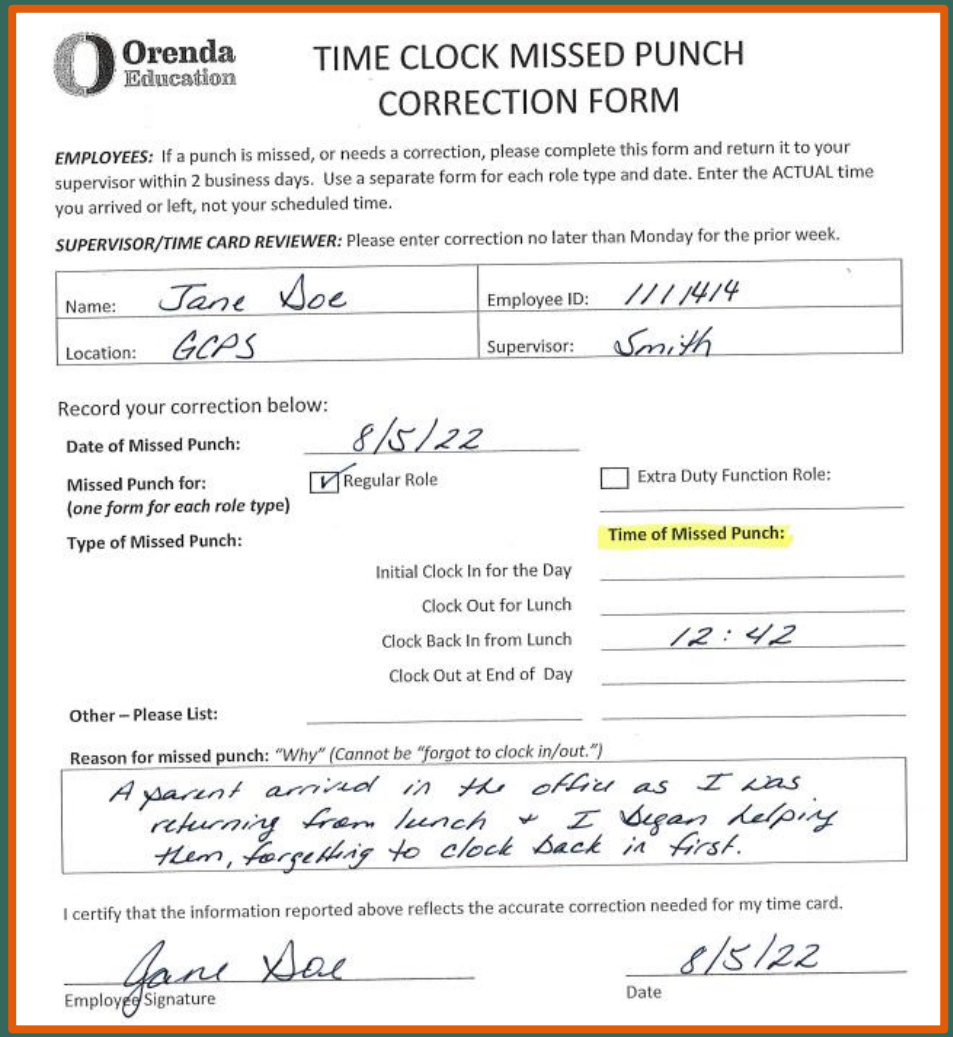
I certify that the information reported above reflects the accurate correction needed for my time card.

Jane Doe — Employee Signature

8/5/22 — Date

Only enter punches that were missed.

Reason cannot be "I forgot". Explain why you forgot or what caused the distraction.



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TIME CLOCK MISSED PUNCH CORRECTION FORM

EMPLOYEES: If a punch is missed, or needs a correction, please complete this form and return it to your supervisor within 2 business days. Use a separate form for each role type and date. Enter the ACTUAL time you arrived or left, not your scheduled time.

SUPERVISOR/TIME CARD REVIEWER: Please enter correction no later than Monday for the prior week.

Name:	Jane Doe	Employee ID:	111414
Location:	GCPS	Supervisor:	Smith

Record your correction below:

Date of Missed Punch: 8/5/22

Missed Punch for: *(one form for each role type)*
☑ Regular Role ☐ Extra Duty Function Role: _____

Type of Missed Punch: **Time of Missed Punch:**

- Initial Clock In for the Day _____
- Clock Out for Lunch _____
- Clock Back In from Lunch 12:42
- Clock Out at End of Day _____

Other – Please List: _____ _____

Reason for missed punch: *"Why" (Cannot be "forgot to clock in/out.")*

A parent arrived in the office as I was returning from lunch + I began helping them, forgetting to clock back in first.

I certify that the information reported above reflects the accurate correction needed for my time card.

Jane Doe
Employee Signature

8/5/22
Date

OVERTIME Overview

- Overtime is any time worked over 40 hours in a work week.
- Overtime must be pre-approved by submitting a *Non-Exempt Overtime/Extra Duty Request Form on Frontline Central.*
- A note must be entered on your timecard for that day explaining WHAT you were working on during the extra time worked and WHY you needed to work overtime.
- Example: "I worked late organizing books in the library because we received a shipment at the end of the day."
- Overtime is 1.5 times your hourly rate. If you make $10.00 hourly, your overtime rate would be $15.00 per hour.

Straight Time

Time worked over scheduled time during a work week that contains a non-calendar day or holiday is STRAIGHT TIME and paid and the regular hourly rate of pay.

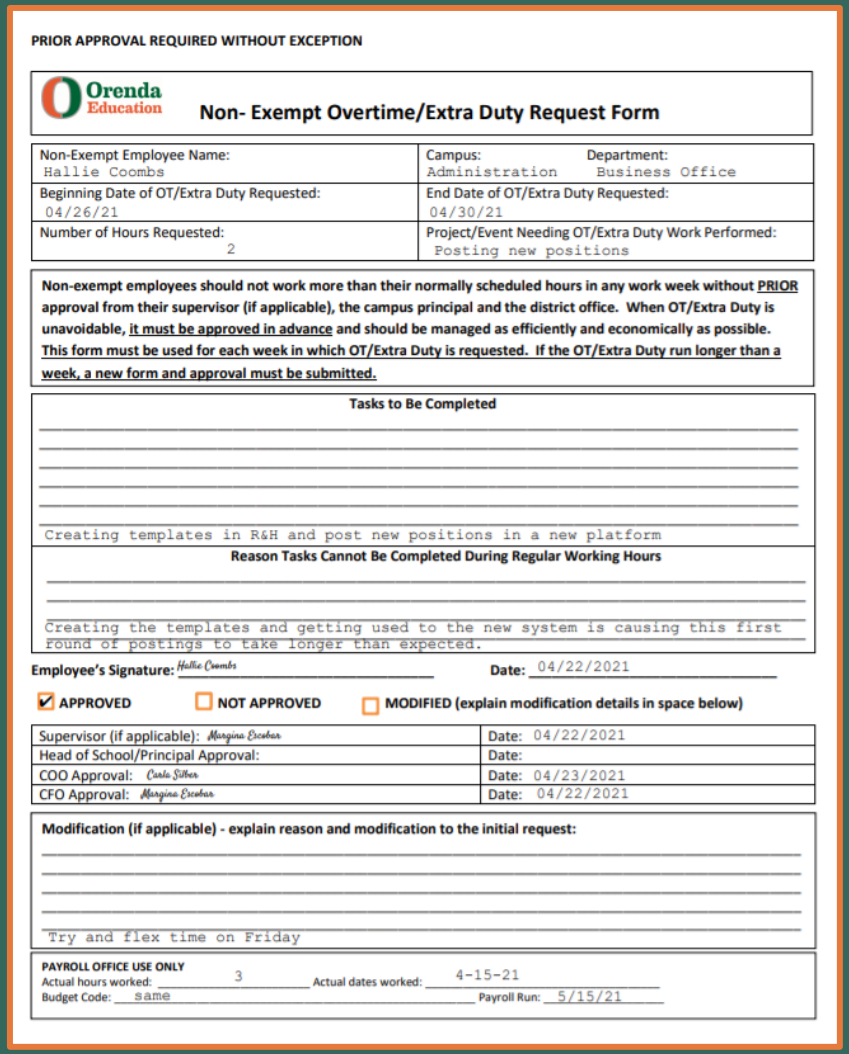
Regular Scheduled Hours----------40 hours
Holiday Hours----------24 hours
Work Week Scheduled Hours----------16 hours

Jane works 8 hrs on Monday and worked 10 hrs on Tuesday for a total of 18 hours worked for the work week. This was only a 16 hour work week. The additional 2 hrs worked over schedule will be paid as *straight time* based on her regular hourly rate of pay.

Jane does not earn overtime because she did not work over 40 hours for the work week.

Non-Exempt Overtime/Extra Duty Request Form.

- **Submitted in advance** for time worked that is 1 hour and 45 minutes more than your scheduled hours for that week.
- This form covers only one work week.
- If extra hours were unexpected, submit form as soon as you know you will go over scheduled hours.
- Check timecard on Friday and if form is needed, complete it at that time.
- Employee should review approved form for any modifications/notes made by approvers.



PRIOR APPROVAL REQUIRED WITHOUT EXCEPTION

Orenda Education

Non- Exempt Overtime/Extra Duty Request Form

Non-Exempt Employee Name: Hallie Coombs	Campus: Administration Department: Business Office
Beginning Date of OT/Extra Duty Requested: 04/26/21	End Date of OT/Extra Duty Requested: 04/30/21
Number of Hours Requested: 2	Project/Event Needing OT/Extra Duty Work Performed: Posting new positions

Non-exempt employees should not work more than their normally scheduled hours in any work week without PRIOR approval from their supervisor (if applicable), the campus principal and the district office. When OT/Extra Duty is unavoidable, it must be approved in advance and should be managed as efficiently and economically as possible. This form must be used for each week in which OT/Extra Duty is requested. If the OT/Extra Duty run longer than a week, a new form and approval must be submitted.

Tasks to Be Completed

Creating templates in R&H and post new positions in a new platform

Reason Tasks Cannot Be Completed During Regular Working Hours

Creating the templates and getting used to the new system is causing this first round of postings to take longer than expected.

Employee's Signature: Hallie Coombs Date: 04/22/2021

☑ APPROVED ☐ NOT APPROVED ☐ MODIFIED (explain modification details in space below)

Supervisor (if applicable): Margina Escobar	Date: 04/22/2021
Head of School/Principal Approval:	Date:
COO Approval: Carla Silber	Date: 04/23/2021
CFO Approval: Margina Escobar	Date: 04/22/2021

Modification (if applicable) - explain reason and modification to the initial request:

Try and flex time on Friday

PAYROLL OFFICE USE ONLY

Actual hours worked: 3 Actual dates worked: 4-15-21

Budget Code: same Payroll Run: 5/15/21

Flex Time.

- Flex time (working hours different than your standard work week) requires supervisor approval. Flexing time is an exception and should not happen often.

- Example: Jane leaves 2 hours early on Tuesday for a total of 6 hours worked. On Wednesday, she works late to make up the 2 missed hours. She has “flexed her time”.

- You only need to enter an absence for the missed time if you did not make up the entire time missed. If Jane only made up 1 hour, she would need to enter an absence for 1 hour to meet her scheduled hours for the week.

- A timecard note is still required when flexing time. Ex. “Left early for Dr’s apt” and “Flexed time – worked on open enrollment follow up”.

What is TIME SHORT of SCHEDULE?

Because compensation is annualized and based on calendar days and scheduled hours, employees are required ***to work all scheduled hours***.

If an employee does not meet their scheduled hours for the week, they will be ***plugged*** for the minutes short of schedule.

Time Short of Schedule Example.

Jane was supposed to work 40 hours per week. Jane was late one day & did not enter an absence for the 30 minutes she missed. She ended up with a total of 39.5 hours.

The system will automatically plug (replace) those 30 minutes to make her whole (40 hrs). This way her check will not be affected.

These 30 minutes will be pulled from her "Personal Leave" bank.

If Jane did not have any Personal Leave to pull from, she would be DOCKED 30 minutes. In other words, she would have 30 minutes of unpaid leave.



Do I need to enter my Time Short of Schedule Absences?



YES! You are required to enter all absence time in Frontline, even if all leave is exhausted. This reflects a better picture of what occurred in your work week.

It is better to have an absence recorded as sick or personal (even if you do not have the leave). Time Short of Schedule looks like you didn't care to work your required schedule.

Can I work Non-Calendar days?

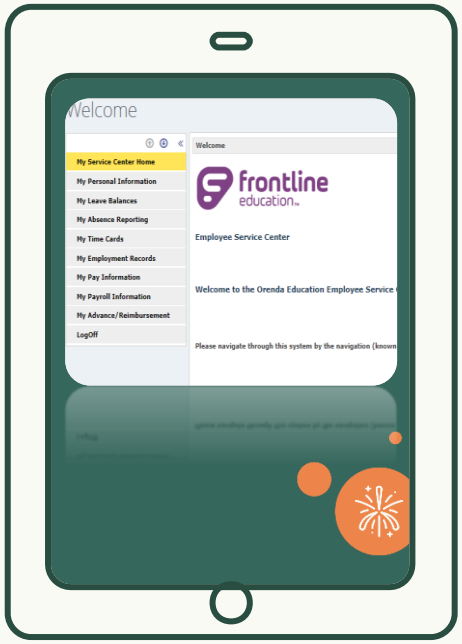
- ONLY with Supervisor AND District pre-approval
- PSA (Personal Service Agreement) is required
- A Supervisor must be present

What is a Non-Calendar Day?

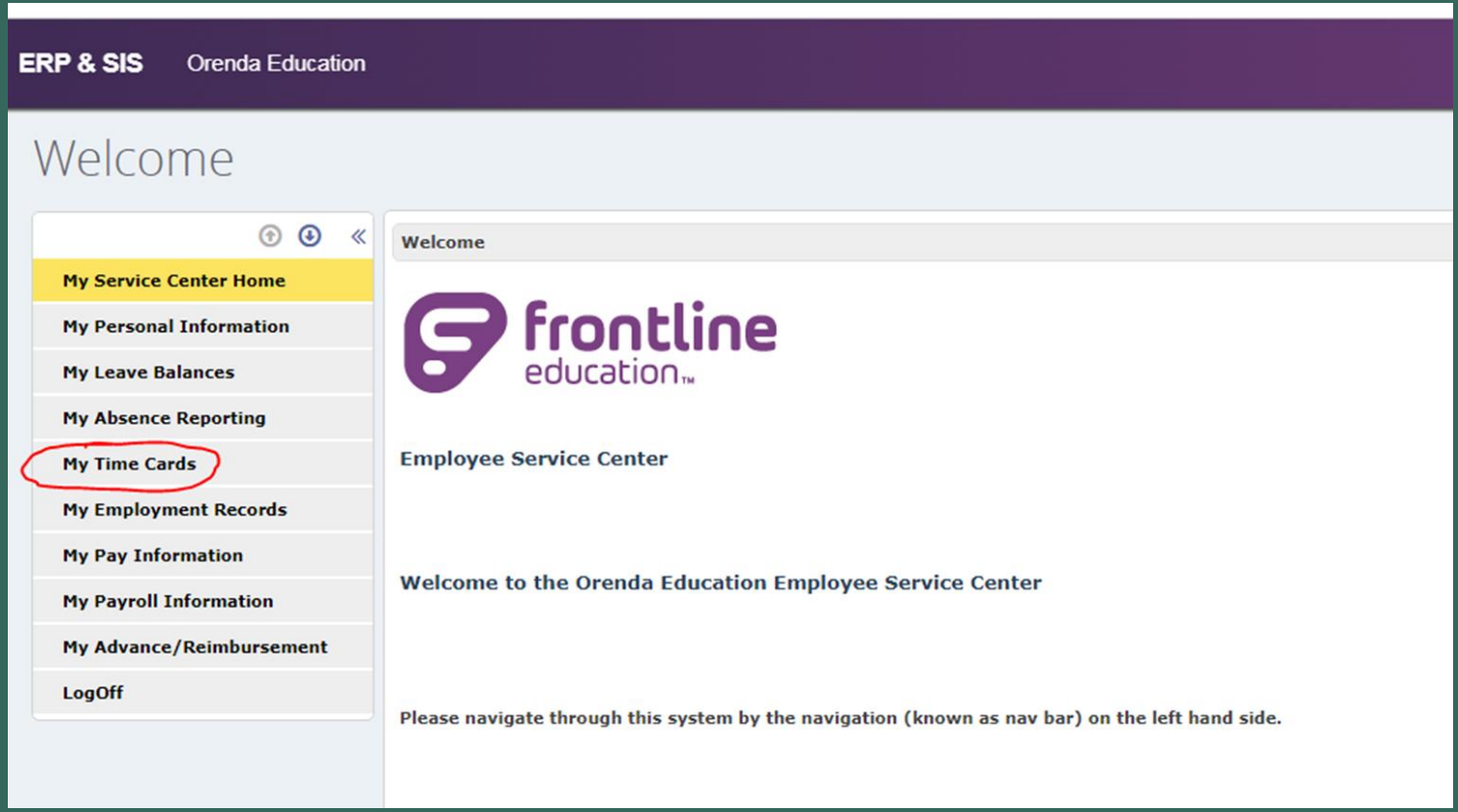
Any day that is not a scheduled day for you to work on your position's calendar, including weekends, holidays and all breaks.

The ESC.

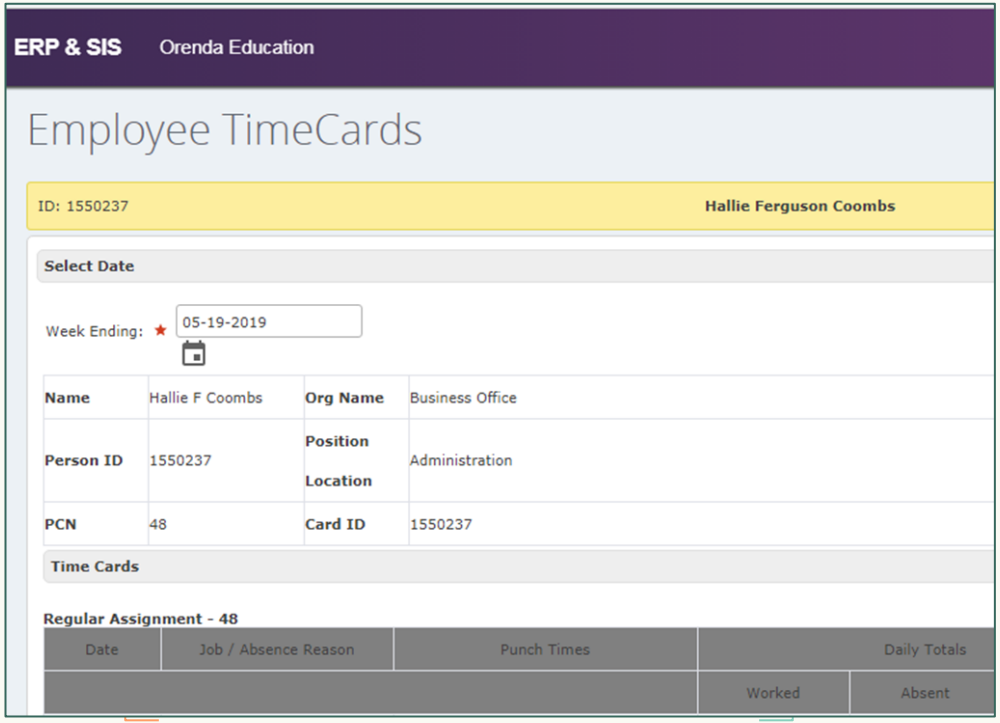
Employee Service Center



- Clock punches may be viewed and time card notes can be entered.
- View time worked for the week for accuracy.
- Enter absences and check leave balances
- View Paystubs, W-2 and Affordable Care Act Statements
- Check your schedule under My Absence Reporting/Employee Absences
- You access the ESC from Frontline at work or from home using the link under Employee Tools on the Orenda website.



To view clock punches, choose My Time Cards.



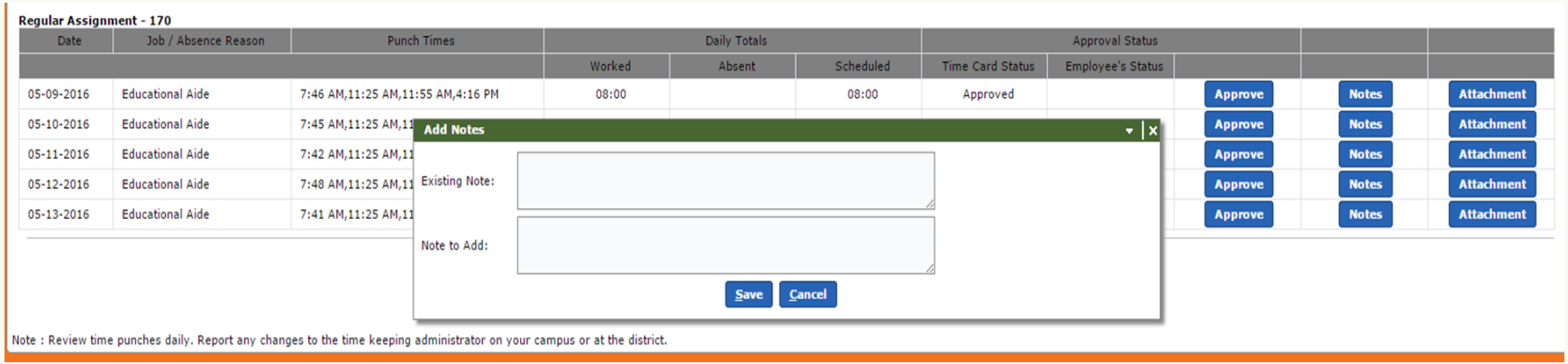
Next, choose the date. Because the work week ends on Sunday, choose the Sunday following the week you want to view.

Time Cards

Regular Assignment - 170

Date	Job / Absence Reason	Punch Times	Daily Totals			Approval Status			
			Worked	Absent	Scheduled	Time Card Status	Employee's Status		
05-09-2016	Educational Aide	7:46 AM,11:25 AM,11:55 AM,4:16 PM	08:00		08:00	Approved		Approve	Notes
05-10-2016	Educational Aide	7:45 AM,11:25 AM,11:55 AM,4:18 PM	08:00		08:00	Approved		Approve	Notes
05-11-2016	Educational Aide	7:42 AM,11:25 AM,11:55 AM,4:20 PM	08:15		08:00	Approved		Approve	Notes
05-12-2016	Educational Aide	7:48 AM,11:25 AM,11:55 AM,4:24 PM	08:00		08:00	Approved		Approve	Notes
05-13-2016	Educational Aide	7:41 AM,11:25 AM,11:55 AM,4:22 PM	08:15		08:00	Approved		Approve	Notes
		Totals	40:30			40:00			
		Page Totals	40:30		00:00	40:00			

- The next screen allows you to see the week at a glance.
- If you see any missed or extra punches, complete a missed punch form.
- Add any notes needed.



Add required notes or attachments by clicking the appropriate buttons on the left side of the page.

Date	Job / Absence Reason	Punch Times	Daily Totals			
			Worked	Absent	Scheduled	Time Card Status
08-31-2015	Educational Aide	7:49 AM,12:21 PM,12:51 PM,4:19 PM	08:00		08:00	Approved
09-01-2015	Educational Aide	7:44 AM,11:30 AM,12:04 PM,4:15 PM	08:00		08:00	Approved
09-02-2015	Educational Aide	7:44 AM,11:35 AM,12:05 PM,4:15 PM	08:00		08:00	Approved
09-03-2015	Educational Aide	7:51 AM,12:00 PM,12:34 PM,4:19 PM	08:00		08:00	Approved
09-04-2015	Educational Aide	7:48 AM,11:30 AM,12:00 PM,4:20 PM	08:00		08:00	Approved
		Totals	40:00			40:00
		Page Totals	40:00		00:00	40:00

Time Worked

Absence Hours

Total

You can also view your totals for Time Worked, Absence Hours and the Total for the Week.

Questions?



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Hallie Coombs

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Thanks.

Have an AWESOME year!