

Timekeeping Procedures

San Angelo ISD's electronic timekeeping program, TimeClock+ (TCP), is the official system for recording hours worked by all non-exempt employees, including Substitutes, Retired Exempt, TGSO and Tiny Texans.

Initial Set-up

The Human Resources Department enters information for new employees in eFinance, assigns employee identification numbers, and issues employee identification badges. The Project Manager of Data and Business Systems can add current active employees to TimeClock+, as needed. The Information Support Analyst enters and maintains information on individuals that have been assigned and authorized as coordinators and administrators in TimeClock+.

Employee Responsibilities

Employees are responsible for:

- 1) Accurately clocking in and clocking out of TimeClock+ each scheduled work time by utilizing a computer or a district time clock. Note: Failure to appropriately clock in or clock out may result in an incorrect or delayed paycheck, and disciplinary action, including termination of employment.
- 2) Verifying the accuracy of their time records at the end of each month or designated pay period by signing their monthly/bi-weekly time sheet. (See Monthly/Bi-weekly *Time Sheet* below.)
- 3) Monitoring their available leave and compensatory time balances.

Clocking In

Employees are expected to report to work according to their assigned schedule. Unless prior approval has been granted, employees shall not clock in earlier than 7 minutes before their scheduled start time. Employees clocking in 8 minutes or later after their scheduled start time shall be recorded as late. Failure to clock in at the beginning of the assigned work schedule or after any break throughout the day (e.g., lunch break) is recorded as a *missed-in punch*.

Clocking Out

Employees shall clock out at the end of the scheduled work time and at any time during the day on which the employee is not on duty (e.g., scheduled lunch break, leaving the workplace for personal reasons, medical appointments, etc.). If the employee does not have a duty-free lunch break and has approval to work during a scheduled lunch break, the employee does not clock out. Failure to clock out is recorded as a *missed-out punch*. Clocking out 8 or more minutes before the scheduled end is recorded as *leaving early*. Employees are responsible for immediately notifying the campus/department coordinator or administrator of any missing punches.

7-Minute Grace Period

District employees are granted the 7-minute grace period mentioned above as a professional courtesy to be used occasionally. Continually “working” the clock and abusing this grace period is a violation of district policy. In addition, deceptive like practices are a waste of public funds. Employees that are suspected of abusing the grace period could be subject to disciplinary action up to termination. See Falsification of Time and Tampering with Equipment for additional details.

Monthly/Semi-monthly Time Sheet

Employees are responsible for knowing about their available leave and compensatory time balances. Leave balances as of the prior pay date are available in the Employee Access Center (EAC) in the Leave Information section for semi-monthly employees. Monthly employees should utilize Frontline Leave and Absence Management software or mobile application for the most up-to-date leave balances. If the coordinator, administrator, or a payroll staff member determines that a time sheet revision is necessary, the employee must approve the revision prior to it being completed. However, if an employee does not record a 40-hour work week or an absence is recorded and the employee has no available leave or compensatory time available, the employee’s pay may be docked.

Work Week Close Out

The district’s work week runs from 12:01 am Monday through midnight Sunday. Employees are responsible for verifying their time sheets and should report any discrepancies or concerns to the coordinator or administrator prior to signing their time sheet.

Coordinator’s Responsibilities

Coordinators are responsible for:

- 1) Training their respective employees on how to use a TimeClock+ time clock or the TimeClock+ software.
- 2) Accurately processing time edits and entering leave for an employee in TimeClock+.
 - a. If an employee’s time sheet requires editing, the coordinator must note the reason for the editing. A notation is not required when entering any type of leave.
 - b. An employee’s actual time worked that has been recorded in TCP+ shall not be adjusted up or down. (This does not apply to Trade days.)
 - c. If an employee works more than 40 hours in a work week, the additional hours can be designated as compensatory time or paid time. If paid time is given, a budget code must be provided.
 - d. If an employee works more than 40 hours in a work week, include a shift note stating the activity that resulted in the OT.
- 3) Providing employee approval for employee’s time on a weekly basis in TimeClock+ for the purpose of “closing out” the week.
- 4) Obtaining employee signatures and submitting time sheets according to Payroll Calendars and any other deadlines outlined by the Payroll and Benefits Department.
- 5) Notifying the Administrator immediately if problems occur or if employee procedures are not followed.

- 6) Informing the Payroll & Benefits Department when an employee consistently fails to follow procedures.

Note – To avoid any delays in reporting time or issuing pay, Coordinators and Administrators should review, edit and record leave prior to the deadline for closing the week. If an employee is unavailable to sign the time report, the coordinator may note the following: “Original time report with employee signature will be submitted upon return to work” and submit the time sheet to the Payroll and Benefits Department. Upon the employee’s return to work, the employee should sign the time sheet, and the coordinator notes the following: “Time report with signature, copy previously submitted” and submits the signed time report to the payroll and benefits Department. Late and/or incorrect submissions may be noted and tracked for potential disciplinary action.

Time Report Due Dates

Time sheets are due and submitted to the Payroll and Benefits Department according to the Monthly and Semi-Monthly Payroll Calendars. Payroll calendar information may be obtained from the payroll department.

Back-Up Coordinator

Administrators may designate an individual to serve as back-up in the absence of the coordinator. When necessary, the back-up coordinator shall perform the duties of the coordinator and ensure all procedures are followed and all reporting is timely. ***Under no circumstances shall Coordinators assume the role of Administrator or revise their own time in TimeClock+.***

Administrator’s Responsibilities

Administrators are responsible for:

- 1) Designating a coordinator and back-up coordinator.
- 2) Ensuring that employees are trained in the use of TimeClock+, understand the timekeeping process, and abide by the district’s policies and procedures.
- 3) Approving employees’ time on a weekly basis for the purpose of closing out weeks according to the TCP+ schedule.
- 4) Ensuring the accuracy of the time sheets, edits, notations, and leave designations by reviewing hours worked by day and total hours for the work week.
- 5) Entering and processing edits and leave for the coordinator’s time.
- 6) Signing employees’ time sheets and ensuring accurate and timely submission.

Note – Administrators should closely review employee time reports.

- Administrators have the right to decide how the duties of TimeClock + are administered on their own campus/department.
- An employee’s actual time worked should not be adjusted up or down. The actual time worked must be accurately recorded.
- If an employee works more than 40 hours in a work week, a shift note should be included, and the additional hours must be designated as compensatory time or paid time. If paid, a budget code should be provided.

- Any changes to a time sheet should be entered electronically in TimeClock+ and a revised time sheet should be signed and dated by the employee.

Back-Up Administrator

Administrators may designate an individual to serve as a back-up administrator in their absence, to perform the duties of the administrator and to ensure procedures are followed and all reporting is timely.

Other Information

Overtime Compensation

The district compensates overtime for employees in non-exempt positions in accordance with the Fair Labor Standards Act (FLSA). Overtime is legally defined as all hours worked more than 40 in a typical work week and is not measured by the day or by the employee's regular work schedule. Non-exempt employees that are paid on an annualized basis are paid for a 40-hour work week and do not earn additional pay or compensatory time unless their work week exceeds 40 hours. Non-exempt employees are not authorized to work beyond their normal work schedule without prior approval from their supervisor. However, if an employee exceeds 40-hrs. in a week without prior approval, they must still be compensated for the overtime.

Employees may be compensated for overtime at a time-and-one-half rate (if they suffered a full work week with no time off) or a straight rate (a full work week with time off). Overtime can be administered in two ways: Comp time or direct pay. The following applies to all non-exempt employees:

- 1) Employees are allowed to accumulate a maximum of 36 hours of comp time. Comp time must be used in the duty year in which it is earned or it will be lost.
- 2) The use of comp time may depend on current job workloads and is totally up to the supervisor's discretion.
- 3) District employees are required to use comp time before using available paid leave (e.g., sick, personal, vacation).

Information regarding overtime compensation is available in Board Policy DEA and in the Employee Handbook.

Docked Pay

Each work week stands alone. Employees may not be absent one week and make up the time in another week. When absent in any part of a workday or work week, employees must take approved available leave or comp time. At the supervisor's discretion, time may be made up during the week in which the absence occurs (flex time). Pay will be docked if there is no available leave or comp time, or if the absence is not approved by the supervisor or the time made up during the week of the absence. Unauthorized absences, chronic absenteeism, tardiness and failure to follow procedures for reporting an absence may be cause for disciplinary action, including termination of employment. In addition, excessive absences may be a reason for termination of employment. *Excessive* is defined as absences that are not in compliance with policies and procedures for taking available local, state or federal leave. See Board Policy DEC or the Employee Handbook for more information on employee leave benefits.

Time Clock or Computer Malfunction

If an employee is unable to clock in or clock out because of a time clock or computer malfunction, it is the employee's responsibility to immediately notify the coordinator or administrator. The coordinator or administrator will note the reason and contact the TimeClock+ Administrator to report the problem.

Falsification of Time and Tampering with Equipment

Falsifying time reports, clocking in or clocking out for another employee or being involved in inappropriate clocking in or clocking out, interfering with the use of the timekeeping system, or tampering with timekeeping equipment may be grounds for disciplinary action, including termination of employment.

Contacts

For information on timekeeping procedures, payroll reporting or employee leave, please contact your supervisor or the Payroll and Benefits Department at 947-3838 x789.

For information on TCP+ issues, technical, equipment issues or to update or change TCP+ employee information please contact the TCP+ administrator at 659-3500 x134.