TIMEKEEPING FAQs

Guidelines for hourly employees

Timekeeping System

Celina ISD uses **Skyward Timekeeping** to record hours worked by hourly employees. Employees can clock in and out using their assigned PIN at a district time-clock kiosk or by signing in to Skyward with district credentials.

Employee Responsibilities

Record **all hours actually worked**; never work off the clock; keep login credentials and PIN secure; and obtain administrator approval before working beyond the regular schedule. Employees can correct missing or inaccurate time entries themselves using the **Clock In/Out** tile in Skyward. **Always enter a comment explaining why the time entry was added or edited** so the supervisor can review the correction.

District Responsibilities

The district pays for all hours worked, maintains accurate records, and pays applicable overtime at **1.5 times the regular hourly rate for hours worked beyond 40 in the Sunday–Saturday workweek**.

How Additional Hours Are Compensated

How extra hours are compensated depends on the employee's assignment(s). Some employees are compensated through **comp time**, while other employees receive **additional pay** for extra hours worked.

- For employees who receive **additional pay**, eligible extra hours are paid according to the dates shown in the district **pay cycle**.
- For employees who receive **comp time**, the time must be used in the school year in which it is earned.
- **Unused comp time** is paid out on the June paycheck, and **any comp-time balance over 60 hours** is also paid out.

Employees should review their assignment and check with their supervisor or Payroll if they have questions about which method applies.

Skyward Tiles You Will Use



Clock In/Out

Clock in and out, or edit/add a missing time entry. **Include a comment explaining every correction.**

Unsubmitted Timesheet Weeks

Use this tile to review your current timesheet week(s) and submit them for approval after you confirm your time is accurate.

Timesheet Week History

Use this tile to view previously submitted timesheets and review prior timekeeping records.

To correct time: Open **Clock In/Out**, select the calendar icon and the date, then use the pencil icon to edit an entry or **Add Time Transaction** for missing time. Select the correct assignment, enter the actual time, **add a comment explaining the change**, and save. Review the updated timesheet before submitting.

Timekeeping Violations

Falsifying time records—including clocking in or out for another employee, allowing someone else to clock in or out for you, or entering fraudulent hours—violates district expectations and may result in disciplinary action, up to and including termination.

Business Office Contacts

Shawna Mathews — Business Manager
Sarah Enos — Payroll Supervisor
Melissa DePaolo — Payroll Specialist
Shealeigh Arledge — Purchasing Supervisor
Emma Stanley — Purchasing Specialist
Richa Agarwal — Accounts Payable Specialist
Nancy Ramos — Business Resource Specialist
Meagan Braun — Administrative Assistant to Chief of Business Resources