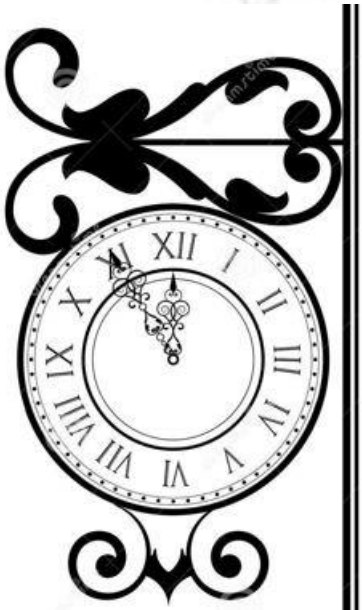
TIMECLOCK PLUS

EMPLOYEE USER GUIDE



TOLLESON ELEMENTARY SCHOOL DISTRICT 17

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TIMECLOCK PROCEDURES FOR HOURLY STAFF

The Tolleson Elementary School District #17 (TESD) uses an electronic time tracking system called TimeClock Plus to capture and record all non-exempt employee time records. TimeClock Plus allows employees to accurately record and monitor time worked, through a web browser or through the Remote Data Terminals. The system further allows the District to efficiently process employee time worked and leave taken for payroll purposes. The following guidelines and procedures have been created to ensure accurate recordkeeping and compliance within the District.

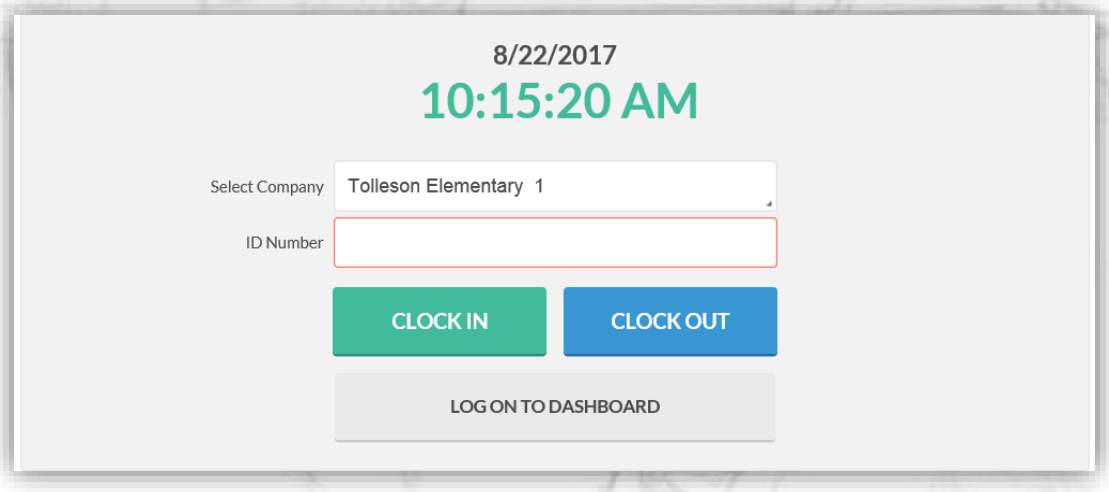
Employees assigned to record their work time using the TimeClock Plus time keeping system are expected to follow the established protocols for reporting to and leaving from work. In the event that expectations are not adhered to, disciplinary action may be taken by the employee's supervisor if one of the following occurs: (1) employee frequently fails to clock in and/or out using TimeClock Plus; (2) employee fails to obtain their supervisor's authorization in advance of working any non-emergency related extra hours or overtime; and (3) employee engages in an action that results in the inappropriate recording of hours worked by TimeClock Plus.

The TimeClock Plus system is the official basis for recording hours worked for Hourly employees of the Tolleson Elementary School District. In order to ensure consistency of treatment for employees, the date recorded in the TimeClock Plus system will be considered the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official TimeClock Plus records.

WebClock

Logging into WebClock

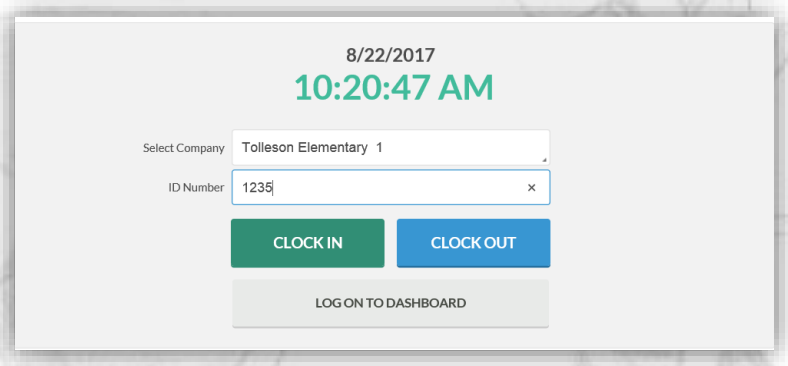
1. Open the WebClock by clicking on the Tolleson TimeClock Plus icon on your computer desktop or you can access WebClock through SharePoint at the bottom right hand corner of the screen.
   Enter your **ID NUMBER** and choose the appropriate action you wish to perform.
   - CLOCK IN
   - CLOCK OUT
   - LOG ON TO DASHBOARD



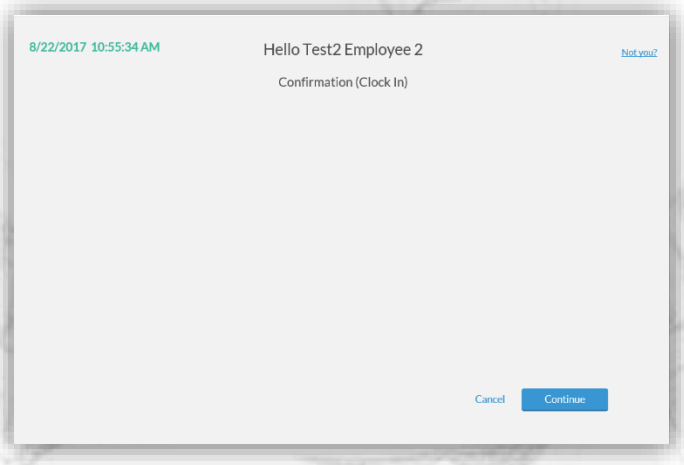
Clock In or Out

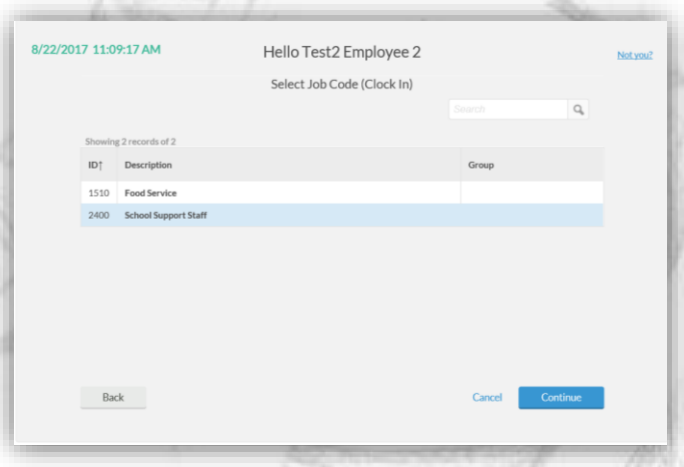
To clock in or out follow the steps below.

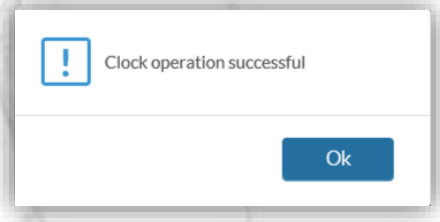
- Enter your employee **ID NUMBER**.
- Click on the button corresponding to the clock operation your wish to perform. i.e. **CLOCK IN or CLOCK OUT**.



- TCP will greet you with a confirmation of the operation you have requested.
- Verifiy your name shows at the top of the screen then click **CONTINUE** to confirm your identity.
- If you have **MULTIPLE JOB CODES**, choose the appropriate job code then click **CONTINUE.**







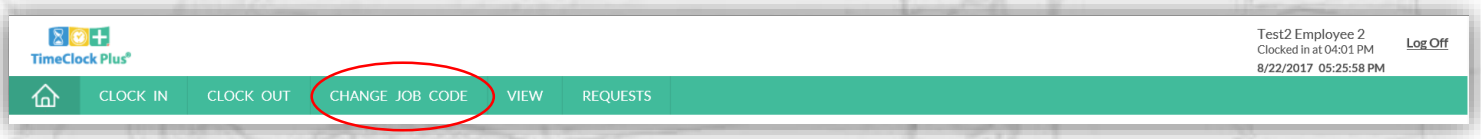
Congratulations! Your clock operation was successful. Choose **OK**.

Change Job Code

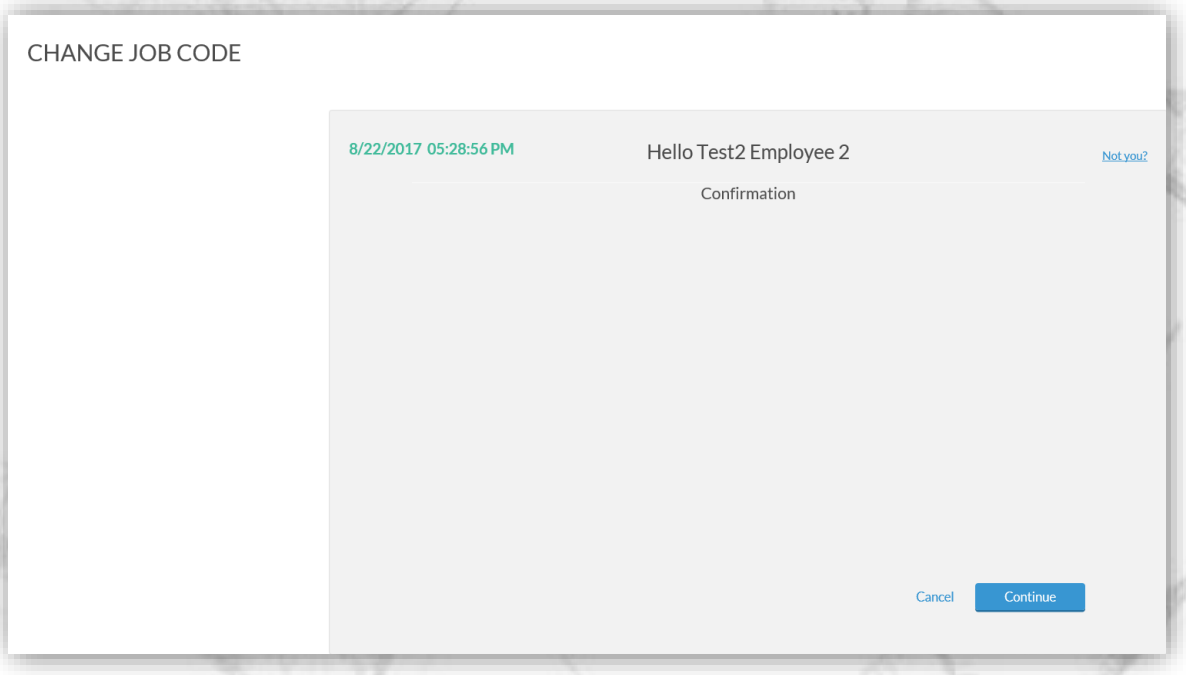
There may be instances where employees have multiple job codes. If an employee is paid from multiple funding sources or has more than one position within the district, they will be assigned a separate job code for each non-exempt or hourly paid supplemental position. It is the responsibility of the employee to ensure that they are clocking in and out of the correct job code at all times.

To quickly clock out of your current job code and clock into another job code;

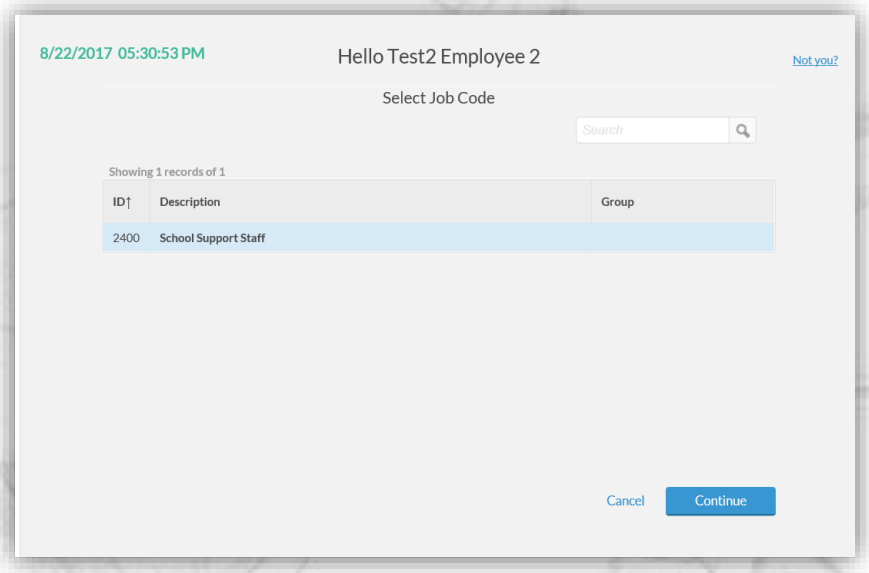
- Choose **CHANGE JOB CODE**

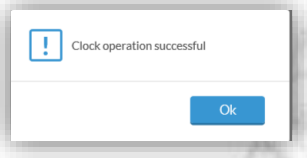


- Confirm your name has appeared at the top and choose **CONTINUE.**

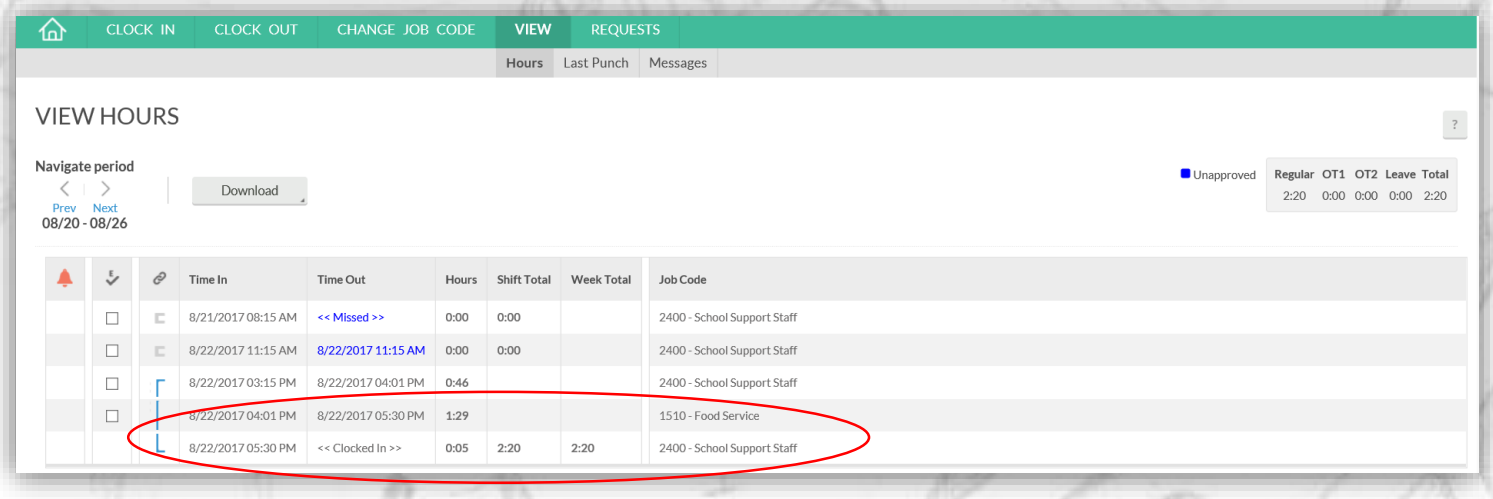


This screen is listing your available job codes to choose from. Highlight the job code you want to change to and choose **CONTINUE.** Now choose **OK**.





To see your change, go to View | Hours. Below you should see a segment clocking you out of one job code and another segment clocking you in to your other job code.



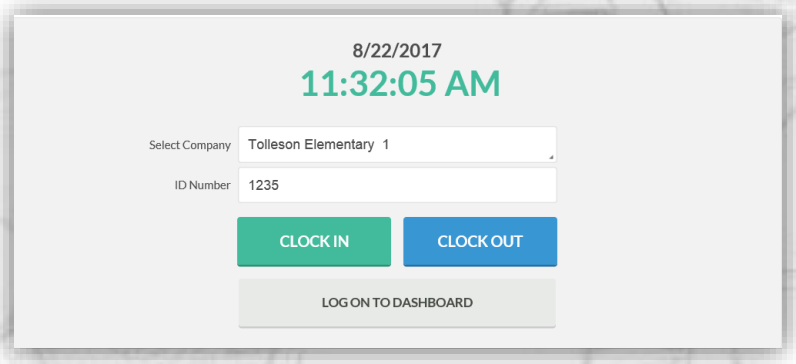
Failure to clock in and out correctly on multiple job codes may result in corrective action. If you are unsure which job code you should be using, please contact your supervisor or the Payroll Department for clarification.

Employees who have punched into the wrong job code will need to complete a manual timesheet depicting the corrected information. This timesheet must be signed by the employee and the supervisor and processed in TimeClock before the close of that week.

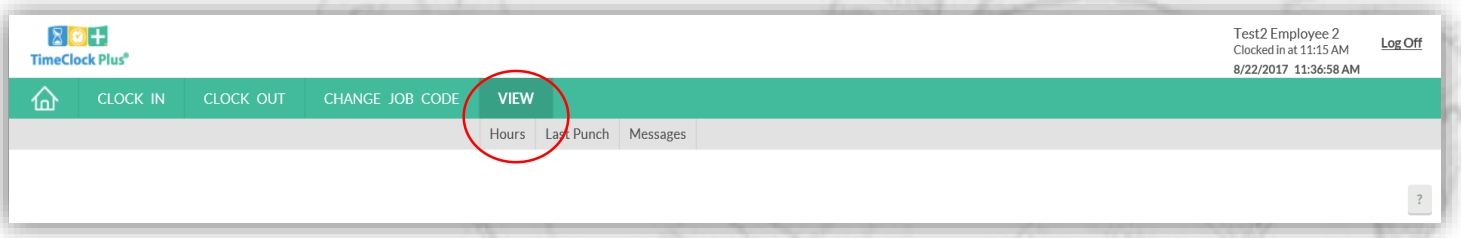
View Hours and Approve Time

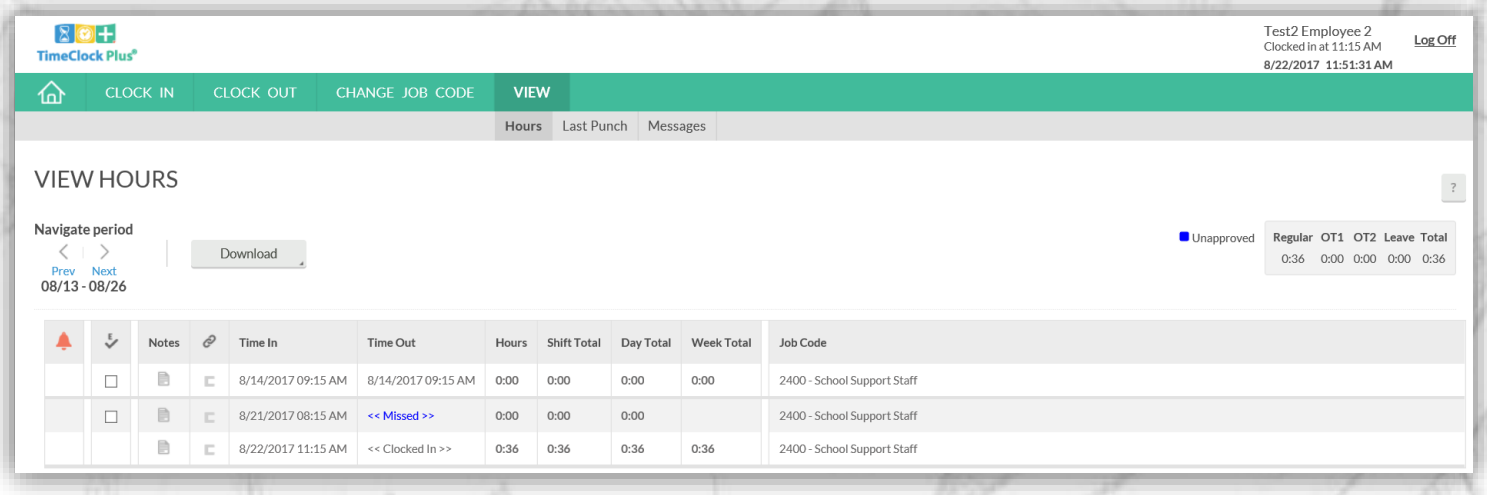
To view hours and approve your time log on to your dashboard.

- From the main menu screen enter your employee **ID NUMBER**.
- Choose **LOG ON TO DASHBOARD**.



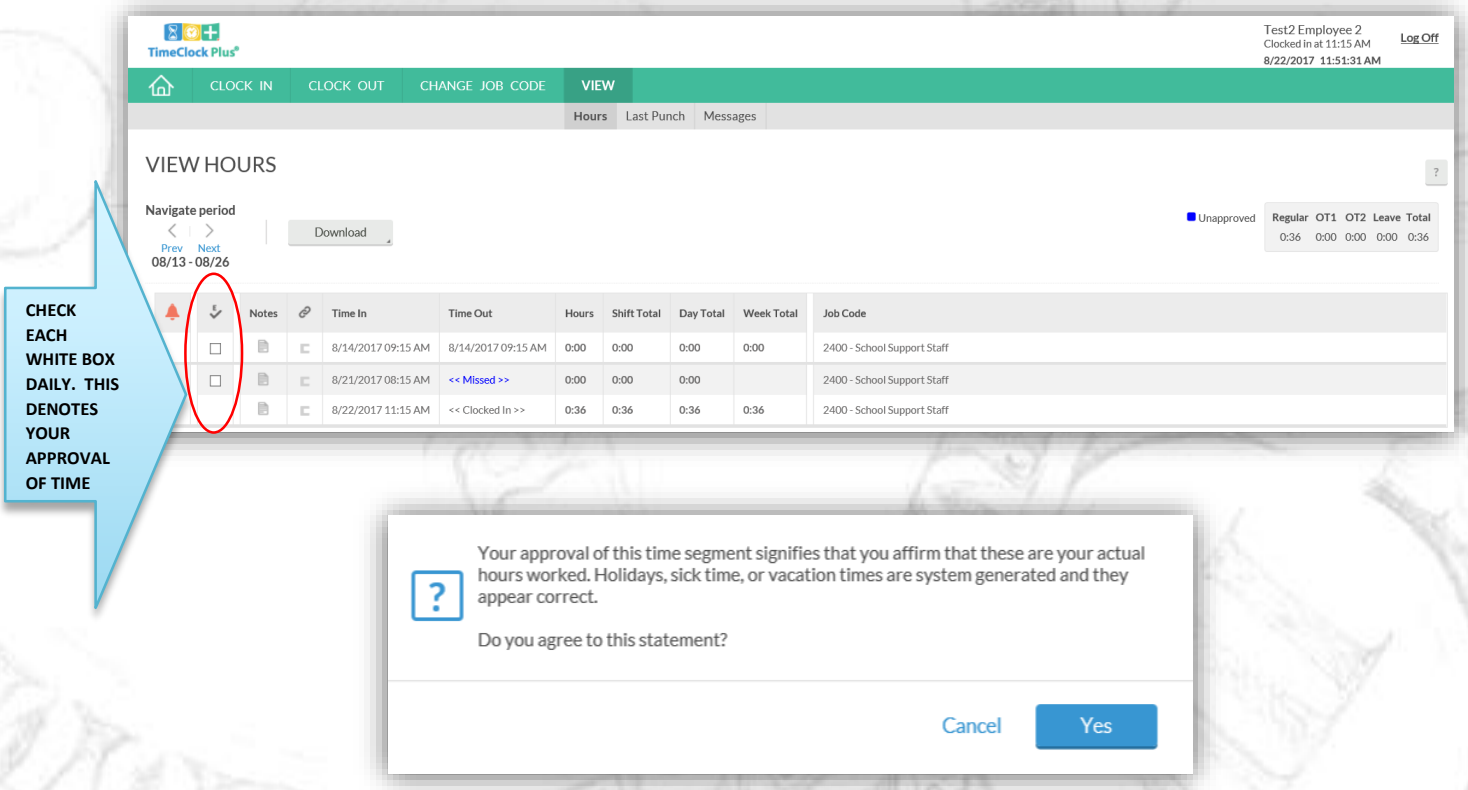
- Choose **VIEW.**
- Choose **HOURS.**



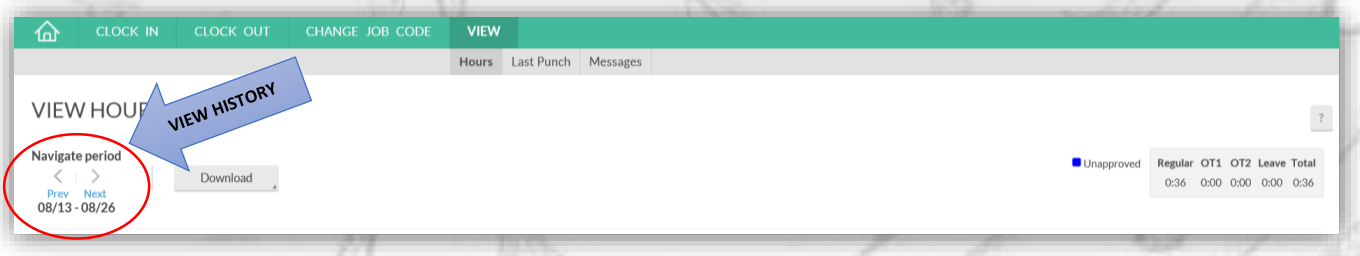


A snapshot of your timesheet is now appearing on your screen.

- **Review your time** – Review each segment for accuracy. If you feel the segment is not accurate you will need to contact your supervisor for adjustment.
- **Approve your time** – After you have reviewed your time, check the white boxes to the left of each segment. Once you have entered your checkmark, a statement will appear asking you to affirm that these are your actual hours worked. Click **YES.**
- These checkmarks represent your electronic approval of that day's work. *Approving your time should be done daily.*

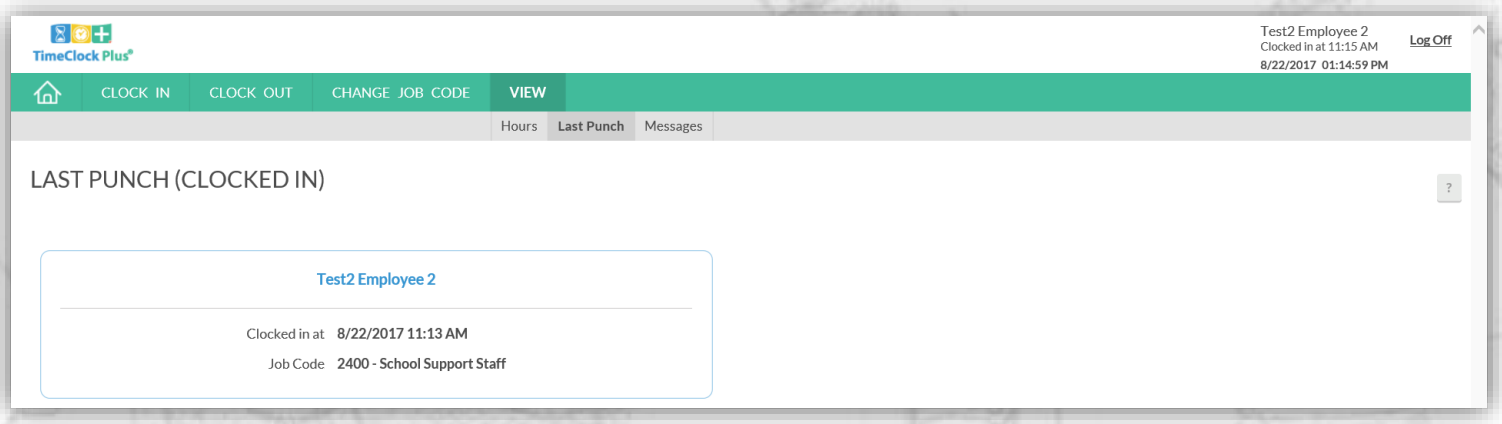


- **View hours worked** – All hours worked in history and current day can be viewed at any time. Choose view, choose hours, then use the navigation arrows located at the top left of the screen. *Use these arrow view previous weeks worked. No changes will be allowed to previous weeks, however you can view your history of hours worked.*

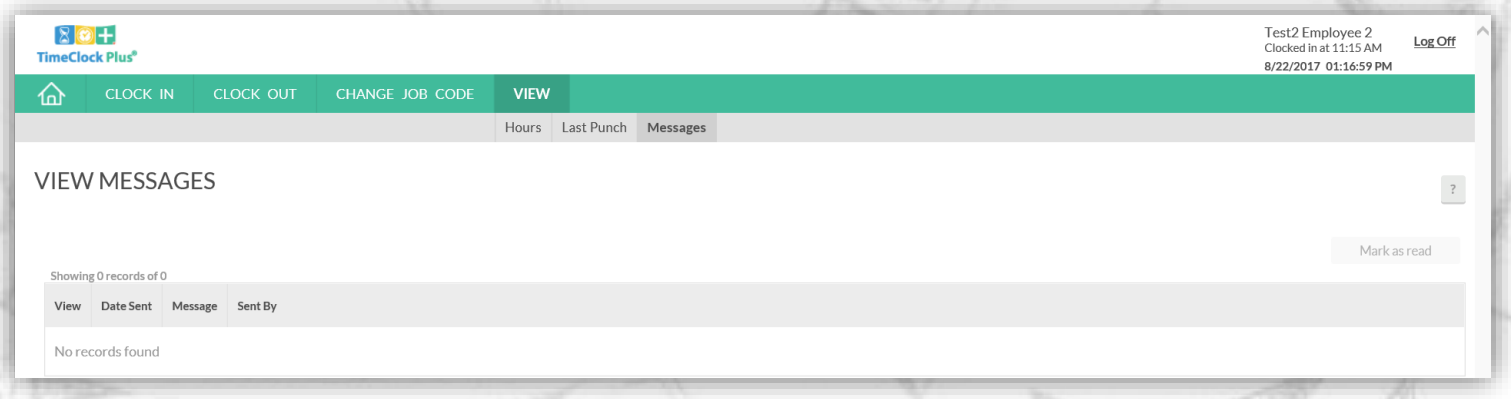


Additional options under the "View" tab are Last Punch and Messages.

- **Last Punch** – This feature shows you the last time you have clock in or out.



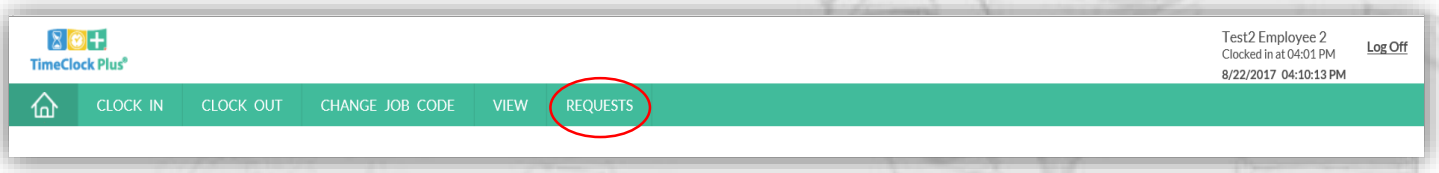
- **Messages** – This system allows Payroll or Supervisors to send messages to employees. This feature would most likely be used to remind an employee or employees of an upcoming event that could affect your work schedule. To view any messages choose **VIEW,** then **MESSAGES**. Click on the note icon in the View column to read the entire message, and check **READ** to remove the message fromyour list.



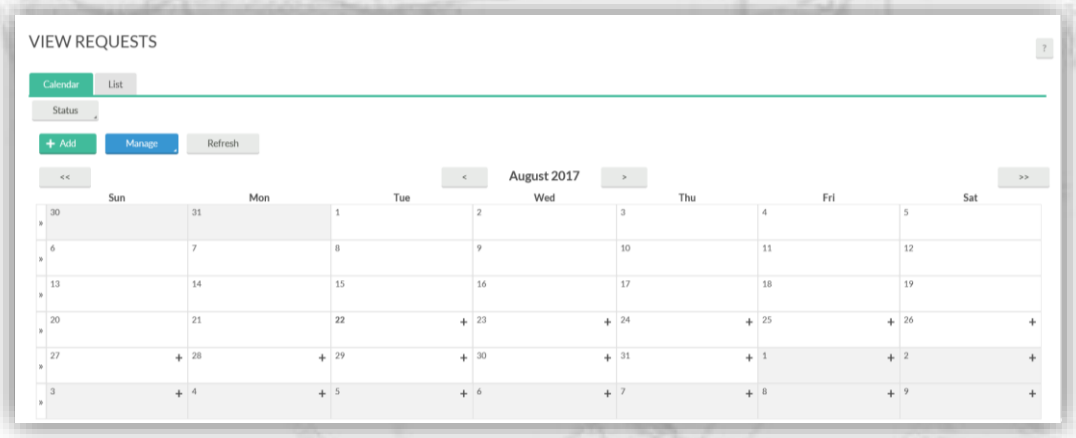
Time-Off Requests

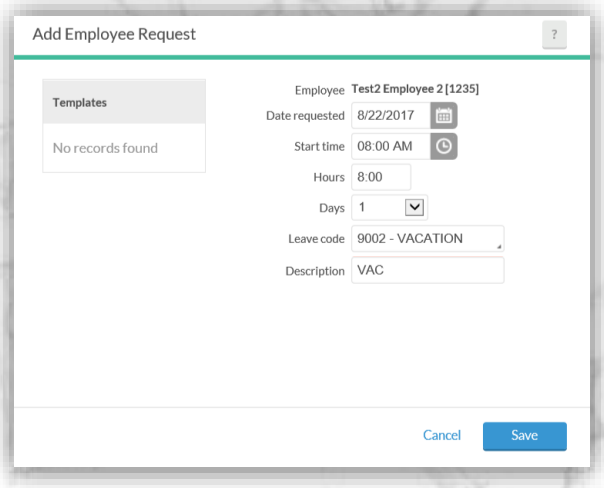
Employees who are eligible for paid leave must use TimeClock Plus system to request and receive approval for paid leave.

1. Click **REQUEST**.



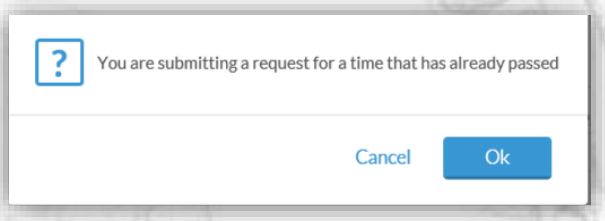
2. Click the **PLUS SYMBOL** within the desired date square. You may also right click on your computer mouse and choose **ADD**.

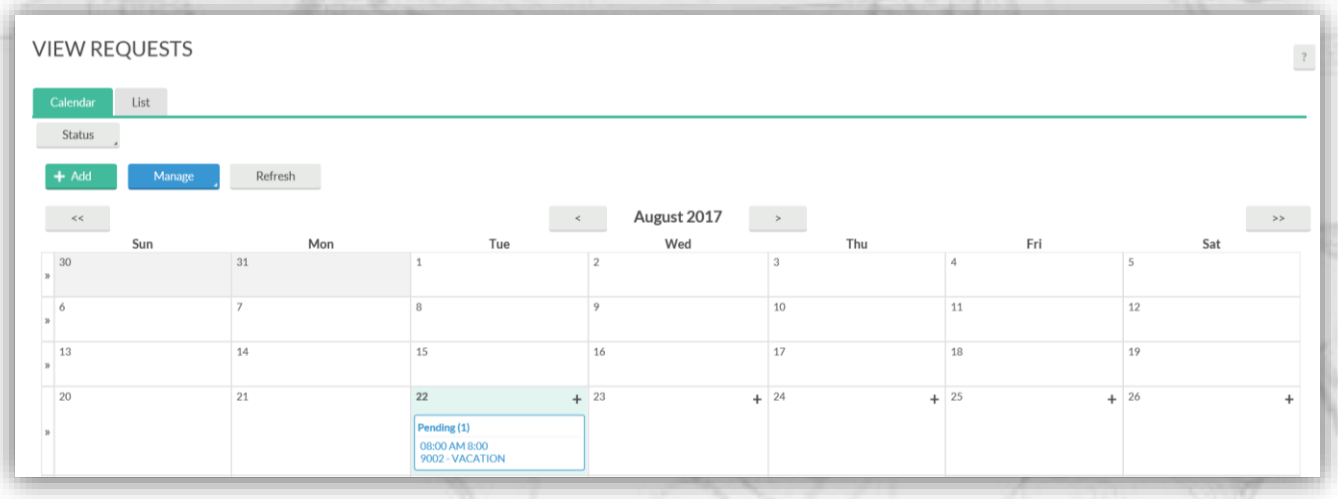




3. Add your **STARTING TIME**. *(Please specify AM or PM. The system will always default to AM.)*
4. Add the number of **HOURS** you are requesting to take as leave.

5. Add the **NUMBER OF DAYS** you are requesting off (remember, if you choose more than 1 day the system will automatically request the same amount of hours off for each day you choose.)
6. Choose your desired **LEAVE CODE** from the drop down menu.
7. Add a **NOTE** for your manager. Choose **SAVE**.
8. The system will then ask you to confirm your request. Choose **OK**.

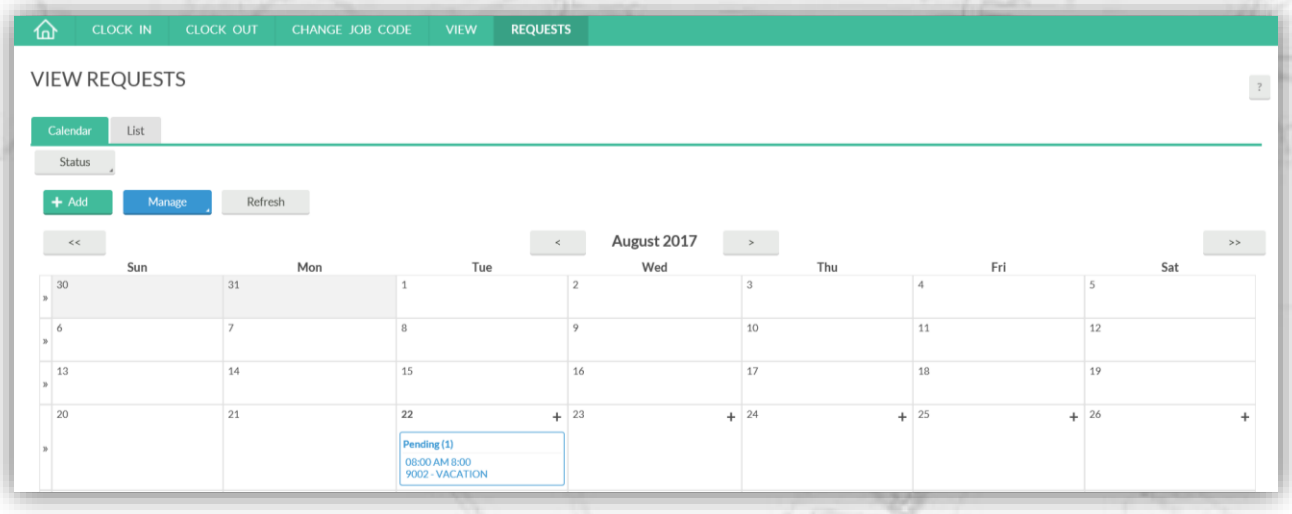




Congratulations! You have successfully entered in a leave request.

Time-Off Request Status

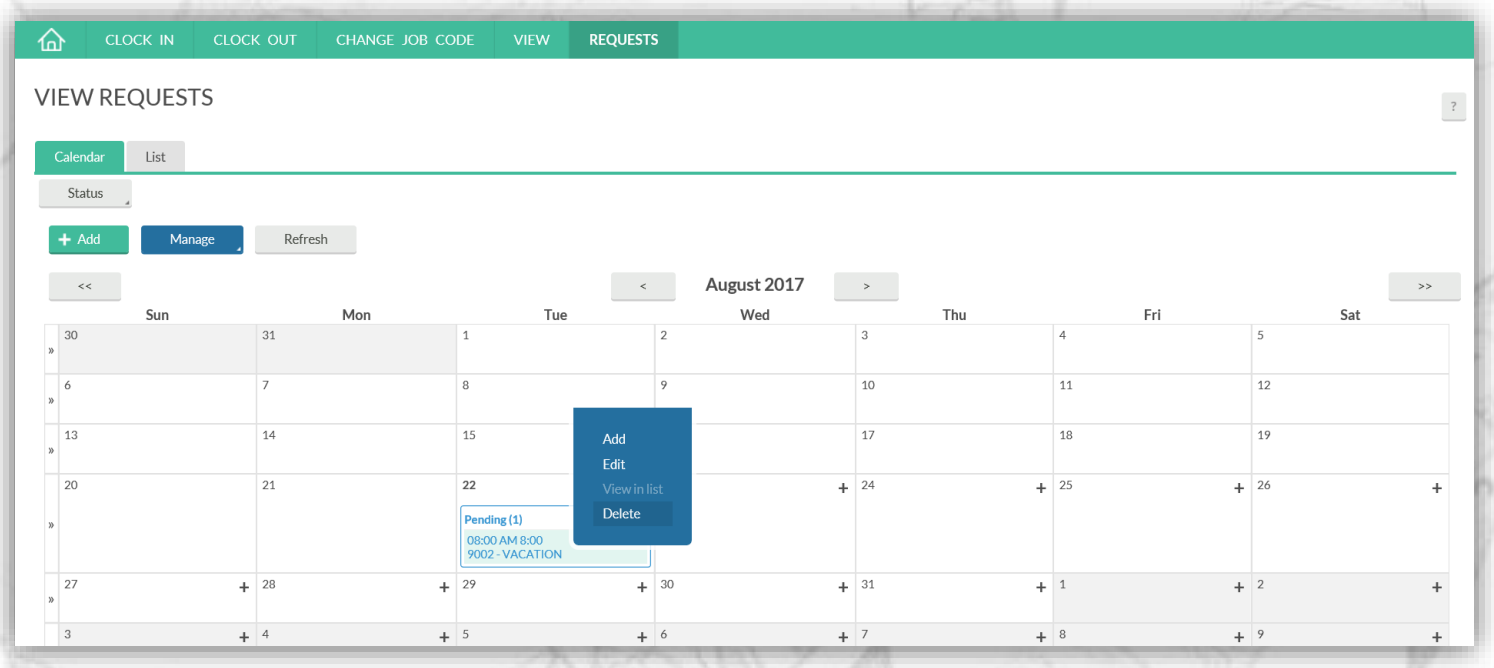
When your supervisor approves or denies a time off request, you will be notified via e-mail by way of the TimeClock Plus messaging system. If you don't receive a notification from your supervisor, please notify your supervisor before taking the time off. Absences must be approved by your supervisor before the actual requested date and before the payroll deadline. You may check the status of a time off request by choosing the Request button at the top of the WebClock page. Here you can see the status of your leave request.



Cancelling a Time-Off Request

If you enter a time off request but subsequently your plans change or have been cancelled, you can cancel this request as long as it is still in a pending status. If your Time off request has already been approved, then only your supervisor can delete the request.

- Choose **REQUEST**.
- **HIGHLIGHT** your pending request.
- **RIGHT CLICK** over the request.
- Choose **DELETE.**

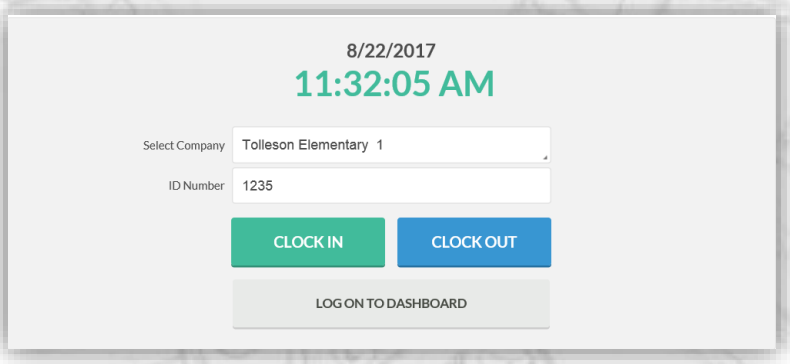


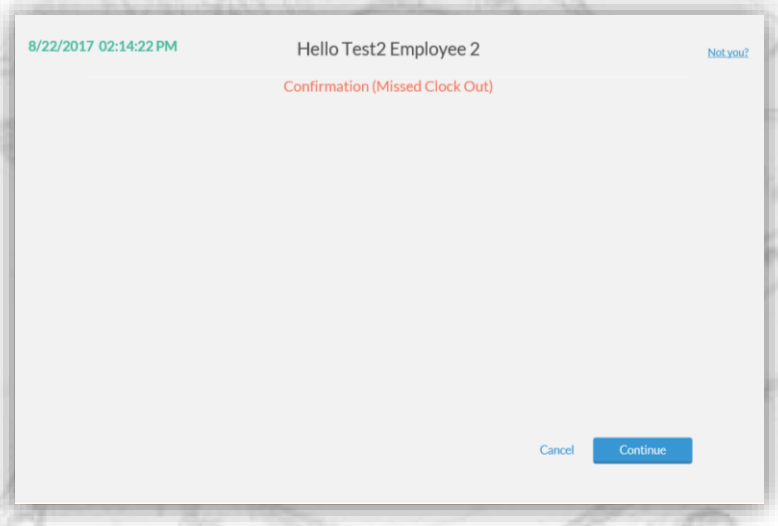
Missed Punch

If you forgot or are unable to clock in or out at any given time, please clock in or out at ***your next scheduled time.*** The system will see that your last punch was missed, and it will prompt you to enter the correct data for that missed punch. At the same time the system is collecting your missed punch data, it is also completing your original requested clock operation. Once your missed punch data has been collected, the system will then generate a flag that your supervisor will see and need to approve. ***Excessive missed punches may result in disciplinary action.***

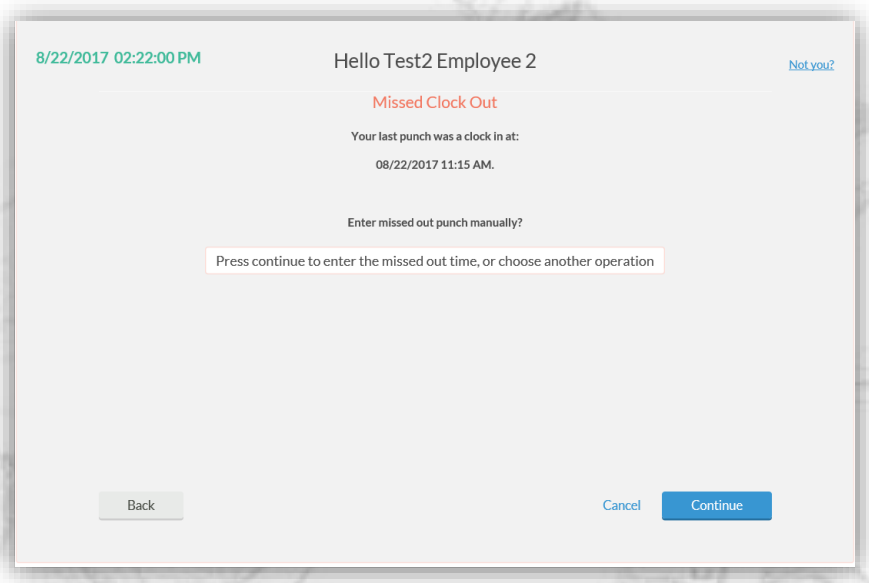
To Report a Missed Punch

- Perform the action you need to perform at this time. i.e. If it is the beginning or your work shift or the end of your lunch break you should be clocking in, choose Clock In; if it is the end of your work day or you are ready to go to lunch, choose Clock Out. *Missed punches should only be entered at the beginning or end of your next scheduled segment.*
- A screen will appear confirming you have missed a punch, choose **CONTINUE**.

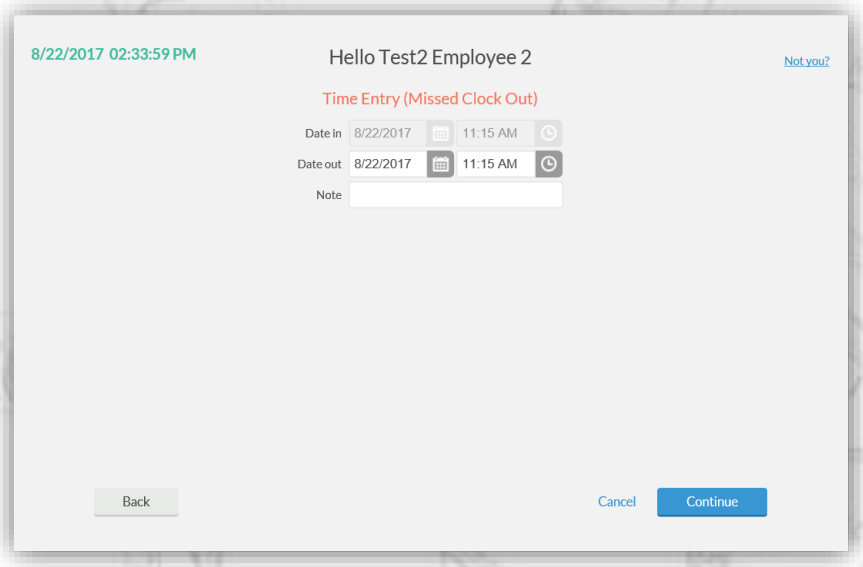




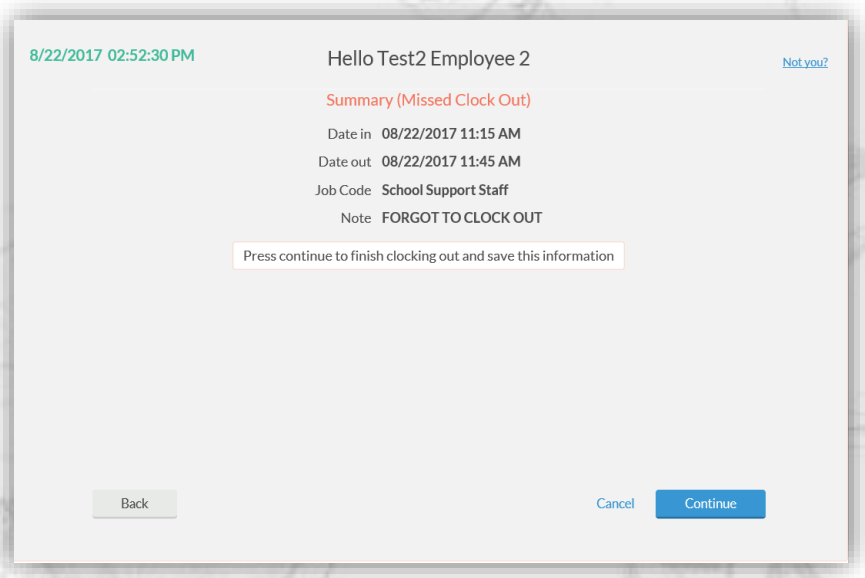
- The system is displaying your last punch and asking if you would like to continue to create a missed punch. Choose **CONTINUE**.



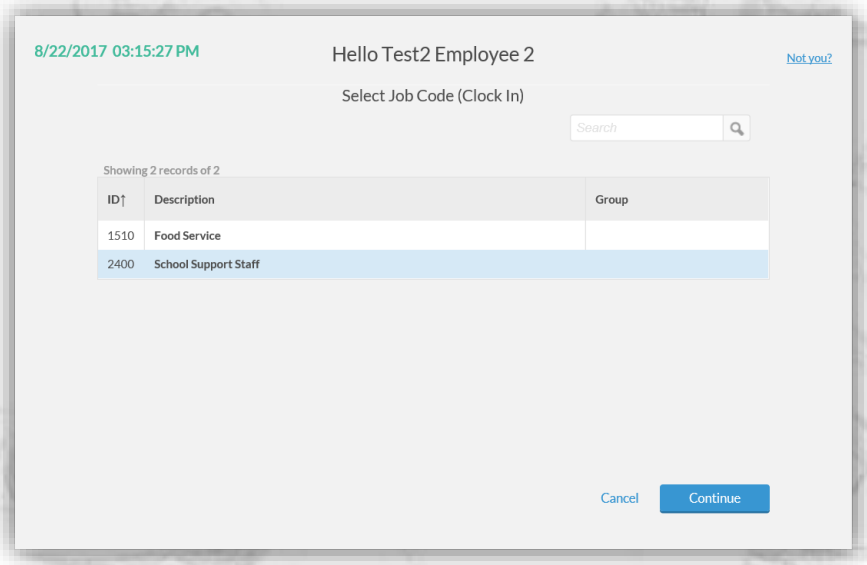
- Enter the **DATE, TIME and NOTE** for the missed punch. Choose **CONTINUE**. ***Be sure to watch your AM's and PM's***.

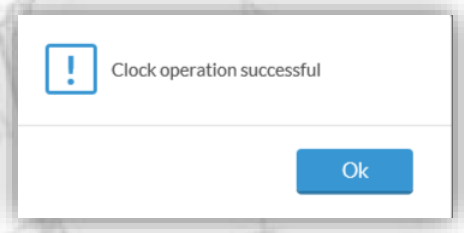


- Review the information and choose **CONTINUE** to finish and save your missed punch.



- Select the correct job code for the missed punch, then choose **CONTINUE**.





Congratulations! You have successfully completed a missed punch.

Clock Problems

If any employee is unable to punch in or out because of a time clock or computer malfunction, it is the employee's responsibility to immediately inform their supervisor. In this situation the Supervisor can help the employee adjust and/or enter the correct time.

Lunches

All non-exempt employees working longer than 6 hours per day are entitled and expected to take a duty free lunch period each day. The duty free lunch should be 30 minutes in length. The lunch period is considered unpaid time and employees must clock in and out.

Multiple Job Codes

There may be instances where employees have multiple job codes. If an employee is paid from multiple funding sources or has more than one position within the district, they will be assigned a separate job code for each non-exempt or hourly paid supplemental position. It is the responsibility of the employee to ensure that they are clocking in and out of the correct job code at all times.

Failure to clock in and out correctly on multiple job codes may result in corrective action. If you are unsure which job code you should be using, please contact your supervisor or the Payroll Department for clarification.

Employees who have punched into the wrong job code will need to complete a manual timesheet depicting the corrected information. This timesheet must be signed by the employee and the supervisor and processed in TimeClock before the close of that week.

Holiday

Employees who are eligible for paid holidays will have those days manually entered into the TimeClock Plus system by the Payroll Department.

Overtime

Overtime should always be authorized in advance by your supervisor.

- Overtime is earned on a weekly basis and is only earned after 40 hours of actual hours worked have been accumulated within that week.
- Overtime must be approved in advance by the employee's supervisor and is paid at 1.5 times the employee's base hourly rate.
- Since overtime is calculated when recorded work hours exceed 40, employees must not clock in early or clock out late without supervisory approval.

Processing of Electronic Time Records

The TESD Payroll Office will close the work week in TimeClock Plus according to a preset schedule determined by the Payroll Department. To ensure time adjustments and leave taken are properly recorded, the Payroll Department requests that all necessary changes be made no later than Monday of the following week. Please check with your supervisor to determine the deadline for your department. The TESD work week will always begin on Sunday at 12:00 AM and ends on the following Saturday at 11:59 PM. It is imperative that employees complete all necessary TimeClock adjustments and enter any Time-Off Requests by the deadline. Once the week is closed by the Payroll Department no further changes will be allowed.

In the event an employee has a dispute over time that was recorded, they should bring their concerns to the attention of their supervisor immediately. The TimeClock Plus tracking system provides a log to assist in validating times and locations of all employee punches. If the supervisor and employee cannot resolve the dispute by using the logs the Payroll Department should be contacted immediately.

Docked Pay

If hourly employees are absent and have used up all their sick leave, personal leave, or vacation leave, their pay shall be docked for the time missed, based on their pay rate.

Paid Leave

Employees who are eligible for paid leave must use the TimeClock Plus system to request and receive approval for paid leave. Leave requests must be completed by the employee prior to the request date. Leave submitted for payment after the close of a work week will require the approval of the Supervisor and the Payroll Department before the leave can be processed.

In the instance where the employee is out and unable to enter the leave request and the payroll deadline is approaching, the request should be documented on a manual timesheet and submitted by the supervisor to the Payroll Department for processing. This timesheet should be signed by the supervisor and the employee when they return. The manual timesheet should then be kept on file to document the changes that took place.

Under no circumstances may approved leave hours and actual time worked exceed the budgeted FTE for that position or put an employee into an overtime situation. In the event that approved leave hours and actual time worked do exceed an employee's budgeted FTE or create an overtime situation, the supervisor will make appropriate adjustments to the leave hours to bring the weekly total into compliance. Any leave hour adjustments needed will be documented and communicated to the employee.

TimeClock Adjustments

Any corrections that need to be made to the TimeClock Plus records that occur before the Payroll deadline will be made by the employee and through TimeClock Plus electronically whenever possible. If it is not possible to make the change within the system a manual timesheet can be used to record the change. This timesheet must be signed by both the employee and supervisor and it must be submitted before the Payroll Department deadline to be processed. The manual timesheet will be kept on file with whomever makes the change, i.e., Supervisor or Payroll Department.

Any corrections to time that occur AFTER THE PAYROLL DEADLINE will require approval from the Payroll Department.

Unreported Hours

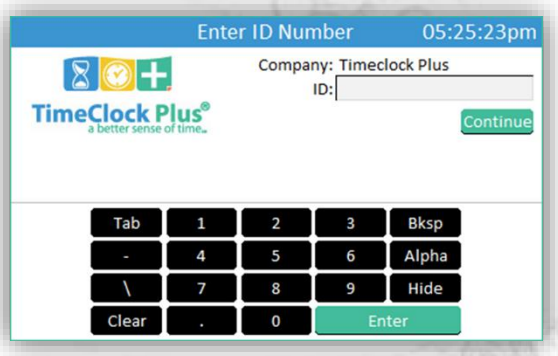
The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payments for all employees. All FLSA provisions guide utilization of the time clock system at TESD. The FLSA does not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours worked must be reported using the TimeClock Plus electronic timekeeping system. Any time spent working while not clocked in (a.k.a. "working off the clock") is strictly prohibited. Employees are required to clock in before performing any work and are not permitted to clock out until all work has stopped.

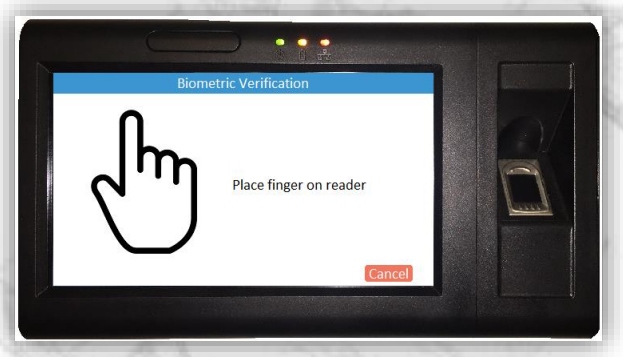
REMOTE DATA TERMINAL (WALL CLOCK)

Another way for Hourly employees to record time worked is through a Remote Data Terminal (RDTG). The Remote Data Terminal (RDTG) allows employees to clock in and out without a computer. It collects punches and communicates that information back to the TimeClock Plus database. The Remote Data Terminal will be used as an official basis for recording hours worked by hourly employees of the Tolleson Elementary School District.

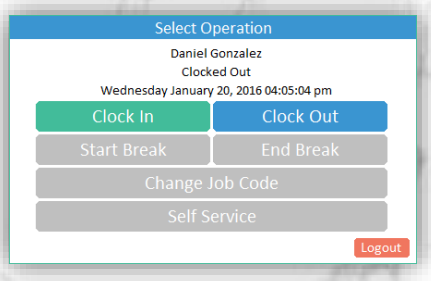
Clocking In

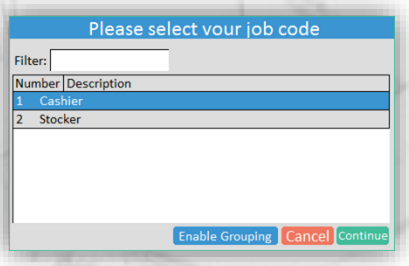
- Enter your **ID NUMBER.**
- Press **CONTINUE.**
- Place your **FINGER** on the finger scanner until you see
    - **your fingerprint is accepted.**

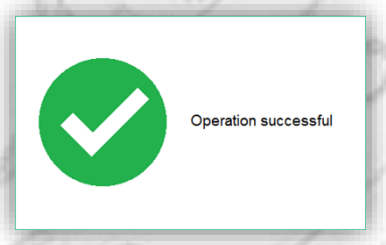




- Select your desired clock operation. **i.e. CLOCK IN**
- If you have multiple job codes you will be asked to
- Choose your **JOB CODE** on the next screen.
- Choose **CONTINUE**.
- When your clock operation is complete you will see the **OPERATION SUCCESSFUL** screen.

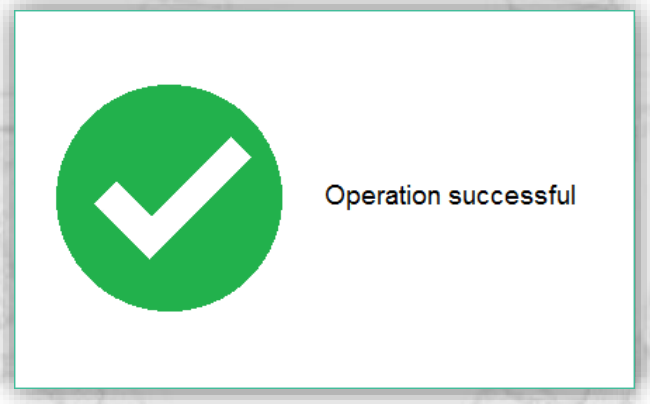




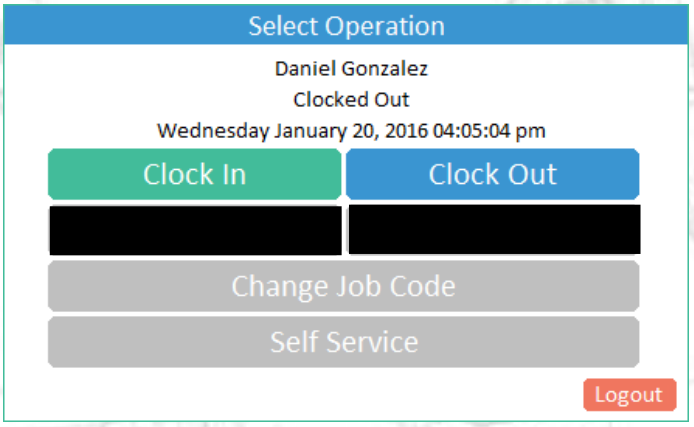


Clocking Out

- Enter your **ID NUMBER**.
- Press **CLOCK OUT.**
- Place your **FINGER** on the finger scanner until you see **your fingerprint is accepted.**
- Choose **CONTINUE.**
- When your clock operation is complete you will hear a beep and see the **OPERATION SUCCESSFUL** screen.



To View Hours/Approve Hours



- Enter your **ID NUMBER**.
- Place your **FINGER** on the finger scanner until you see **your fingerprint is accepted.**
- Press **SELF SERVICE**.
- Choose **HOURS.**
- **CHECK WHITE BOX** on left side of the screen.
- Answer **YES** to the question.
- Now your box should have a check mark in it. This is your electronic signature approving your time.
- Now back out of the system by choosing **CLOSE, CANCEL LOG OFF.**

To View Last Punch

- Enter your **ID NUMBER**.
- Place your **FINGER** on the finger scanner until you see **your fingerprint is accepted.**
- Press **SELF SERVICE**.
- Choose **LAST PUNCH.**
- Now back out of the system by choosing **CLOSE, CANCEL LOG OFF.**

To Request Time-Off

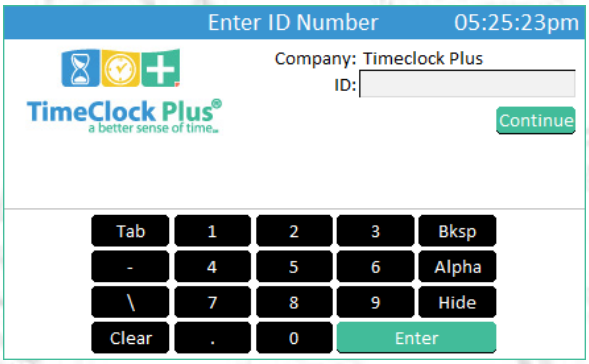
- Enter your **ID NUMBER**.
- Place your **FINGER** on the finger scanner until you see **your fingerprint is accepted.**
- Press **SELF SERVICE**.
- Choose **REQUEST**

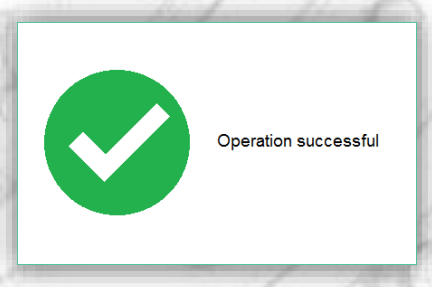
To Report a Missed Punch

If you forgot or are unable to clock in or out at any given time, please clock in or out at ***your next scheduled time***. The system will see that your last punch was missed, and it will prompt you to enter the correct data for that missed punch. At the same time the system is collecting your missed punch data, it also complete your requested clock operation.

Excessive missed punches may result in disciplinary action.

1. Enter in your **ID NUMBER**.
   Missed punches should only be entered at the beginning or end of your next scheduled segment.
2. Place your **FINGER** on the finger scanner until you see **your fingerprint is accepted.**
3. Press **CONTINUE/ENTER.**
4. The display window will say;
   CONFIRMATION MISSED IN
5. Follow the directions on each screen to complete the missed punch process..
6. Your screen will prompt you to enter in the missed punch data.
   - It will ask for a **DATE, TIME and NOTE**.
   - A calendar will appear to guide you through your entry.
7. When your missed punch information is correct, choose **OK**.
8. Add a note for your manager.
9. Choose the **JOB CODE** that corresponds to your missed punch.
10. A summary of the information will appear. Review and choose **CONTINUE**.
11. When you have successfully completed the steps you will see the **OPERATION SUCCESSFUL** screen.





Appendix

TimeClock Plus Procedures

Non-exempt (classified) employees are required by law to have a record of hours worked. The Tolleson School District will use the time clock system to record the hours worked for non-exempt employees. Records captured by TimeClock Plus will serve as the official time record for employee compensation and for employer compliance purposes. The following guidelines define daily clock-in and clock-out procedures for non-exempt employees.

Procedures:

The following guidelines and procedures should be followed when clocking in upon arrival at work and out upon departure.

1. Each employee shall have at least one location available to clock-in and out each day using either a time clock or other device with internet access. This location will be defined by the Director or Supervisor of the department.

2. Employees are required to use the time clock system daily at the start and end of each work shift to record the actual time worked which is the basis for compensation to be paid. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.

3. Employees are required to clock out and in for their meal period.

4. Employees shall not clock in more than 7 minutes prior to the beginning of their regular work time and shall not clock out more than 7 minutes following the end of their regular work time without supervisor approval. No extra time may be worked unless authorized by the employee's supervisor except in emergency situations. (An employee must immediately notify their supervisor in person if the previously-referenced period of time is missed). Clocking in within the time-frame specified will be calculated as on-time report for duty.

5. Employees must clock in and out for themselves only. Employees are prohibited from clocking in or out for other employees.

6. The department supervisor or manager must authorize any overtime prior to working overtime. Exceptions may be made for emergencies or extenuating circumstances on a case by case basis. Employees must clock in and out when working overtime hours.

7. In lieu of acknowledgement by employee signature on the employee's timecard, the employee will approve daily the time recorded in the system as time worked. The employee will notify their supervisor immediately if time clock malfunctions or errors have occurred.

8. Time recorded will be the work time compensated. Any adjustments to the recorded time must be approved by the employee's supervisor. Managers will be accountable to their department head for any manual time clock changes submitted. All edits made must be completed by Tuesdays at 10am for the week prior. For any edits made to an employee's timesheet by someone other than the employee, backup documentation must be kept on file and contain appropriate signatures.

TimeClock Plus Time & Attendance Reporting Follow Up Guidelines

Employees assigned to record their work time using the TimeClock Plus time keeping system are expected to follow the established protocols for reporting to and leaving from work. In the event that expectations are not adhered to, the following disciplinary steps may be taken by the employee's supervisor if one of the following occurs: (1) employee frequently fails to clock in and/or out using TimeClock Plus; (2) employee fails to obtain their supervisor's authorization in advance of working any non-emergency related extra hours or overtime; and (3) employee engages in an action that results in the inappropriate recording of hours worked by TimeClock Plus.

1. Employee will first receive a ***verbal reminder*** from their direct supervisor.

2. If the problem continues, the employee will receive a ***verbal reminder*** from their direct supervisor and a ***follow-up email***.

3. Continued failure to comply with expectations after the initial two steps above will result in a ***written warning*** from the employee's direct supervisor which will be placed in the employee's personnel file.

4. Additional infractions may incur a ***written reprimand*** from the employee's direct supervisor which will be placed in the employee's personnel file.

5. Continued noncompliance with timekeeping procedures after the written reprimand may result in ***suspension without pay***.

6. Employees that consistently fail to follow established timekeeping procedures despite having received all of the disciplinary actions above may be subject to ***dismissal***.

I certify by my signature below that I have received a copy of the **TimeClock Plus Procedures** for use of the Time Clock system and the **TimeClock Plus Disciplinary Guidelines** for employees of Tolleson School District, and these guidelines and procedures have been explained to me. I have had the opportunity to ask questions about the procedures and guidelines.

_____ _____

Employee Signature **Date**

_____

Employee's Name (printed)

Please make every effort to clock in and out as close to your scheduled time as possible. TimeClock Plus allows seven minutes before or after your clock in/out time and will round your punch to the nearest fifteen (15) minutes.

If you clock in more than seven (7) minutes ***before*** your scheduled time or if you clock out more than seven (7) minutes ***after*** your scheduled time, you will need to adjust your time within the same week to avoid overtime. This is a change to your normal schedule and you will need to notify your supervisor.

DO'S & DON'TS

- Clock in/out every day at your scheduled times.
- Read your TimeClock Plus screen messages when clocking in/out.
- Clock in/out for your lunch break.
- Take your lunch break at your scheduled posted time.
- Lunches and breaks must be taken away from your desk.

- Do not share your ID number with anyone else.
- Do not authorize another individual to clock you in or out (this is a very serious offense and can be grounds for termination.)
- Do not clock in/out at a different site for the sole purpose of adjusting your arrival/departure time.
- Do not combine your breaks with your lunch.
- Do not adjust your working hours or flex your time without your supervisor's authorization.
- Do not volunteer your time, at work. In order to work you must be on the clock.

To work over your scheduled weekly hours requires written pre-approval from your supervisor.

NOTES

TIMECLOCK PLUS COMMONLY ASKED QUESTIONS

1. **Where can we clock in?**
   - On the wall clock installed at your site (check with your supervisor for exact locations).
   - Using the desktop icon from a staff computer (Web Clock). You do not need to be logged in on that computer; you identify yourself on the login screen of the program.
2. **How do I clock in and out?**
   - Please refer to the instructions within this manual.
3. **Do we clock in and out for breaks and meal periods?**
   - Breaks No – You do not need to clock in and out for breaks.
   - Lunch Yes – You do need to clock in and out for breaks.
4. **How is our time rounded?**
   - The District has always rounded time to the nearest quarter hour (15 minutes). In the time clock system, all punches are rounded up to the next quarter hour at the 8-minute mark. Thus, if your shift starts and ends on a quarter hour (i.e., 2:00, 2:15, 2:30 or 2:45), you may clock in up to 7 minutes before or after that time and the punch will be rounded to your regular time. If you clock in 8 minutes or more, early or late, the clock will round your start time to the previous or next 15- minute increment. (Example: If you punch IN at 7:55 the system rounds to 8:00. If you punch OUT at 4:08 the system rounds to 4:15). Intentionally accruing extra time by clocking in early or clocking out late is not authorized. All extra time worked must have the prior approval of your supervisor except in emergency situations.
5. **If I am in a hurry or forget can I have a co-worker punch me IN or OUT?**
   - **NO.** Employees **must** clock themselves in and out. Employees are prohibited from clocking in or out for other employees. If you forgot to clock in or out, notify your supervisor.
6. **My computer takes forever to boot up. What if I am late punching IN due to that?**
   - In this case we recommend you use the wall clock. These clocks are quick and do not require time to boot up.

7. **Without time sheets, how will I acknowledge or approve my time?**
   - In lieu of a signature on a timesheet, each employee will be required to review and approve the time recorded in the system at least weekly. For example, each Monday you can view and approve your hours for the prior week. You will need to notify your supervisor immediately if the clock malfunctions and any time is not logged as expected or errors have occurred.
8. **What if I forget to punch in or out?**
   - Employees are required to punch IN and OUT at the beginning and end of their day to record the actual time worked, as well as any time that they leave the work site for any reason other than assigned work duties. If you forgot to clock in, you will need to notify your supervisor in writing, by completing the Missed Punch form. On this form you will need to list the date of the missed punch, the time you should have punched in/out and reason for the override. Your supervisor will need to approve your time and make the necessary adjustments. Repeatedly failing to clock in and out may result in disciplinary action.
9. **What if I need to come in early for a required meeting?**
   - There are a couple of ways that would be handled. First, it could be *FLEX* time; pre-approved to come in 15 minutes early and approved to leave early 15 minutes that day (or another day in the same work week). The key to *FLEX* time is that it is a way to occasionally shift or modify your daily work hours (with the approval of your supervisor) as long as it does not cause you to exceed your regular number of hours for the week. So, in the scenario above, punch IN 15 minutes early to attend a meeting then you could punch OUT 15 minutes early that **week** or come in 15 minutes late any day that **week**. It is critical that extra hours being *FLEXED do not* cause your work week to exceed your budgeted FTE. If it does, FLEXING would not be an option in this case. If you are unable to flex your time within the work week, then you can be paid for the extra time. This would require preapproval from your supervisor.