

**Hazleton Area School District**  
**TIMECLOCK PLUS Timekeeping Procedure / Policy**

All employees will be assigned a 4-digit employee pin#. Prior to using the system, each employee's fingerprints must be loaded into the system by the Systems Support Technician (Business Office). At the time the prints are loaded into the system, employees will receive instructions for punching in/out including their pin# (See Attached).

The TimeClock Administrator is the Accounting Finance Manager.

TimeClock Supervisors are as follows:

<u>Department</u>		<u>Supervisor</u>
Superintendents Office	-	Superintendent
Buildings	-	Principal
Maintenance	-	Facilities Director
Security	-	Security Director
Food Service	-	Food Service Director
Special Ed	-	Special Ed Director
Transportation	-	Transportation Director
Business Office	-	Accounting Finance Manager

Timekeepers are appointed by the TimeClock Supervisors as those responsible for reviewing/editing punches.

All employees are required to clock-in and clock-out at the beginning and end of their shift every work day. (Break times will not be recorded in TimeClock.) Failure to clock-in or out due to non-mechanical problems is unacceptable. Attempted punches are recorded by TimeClock and can be reviewed for verification of clock-in and out.

Daily reports will be printed from TimeClock and will be used for verification of the SmartFind Express system.

For the purpose of TimeClock only, employees are separated into two groups: Hourly and Salaried.

The Hourly group includes Maintenance, Food Service and Security employees. The Hourly group's punches are used to calculate wages processed through payroll

The Salaried group includes Professional Employees, Administrators, Secretaries, Aides and Non-Classified employees. The Salary group's punches are used as verification of presence.

## **Official Time**

The TimeClock Plus system and associated work records will become the official basis for recording hours worked for Hourly employees of the Hazleton Area School District (HASD). Handwritten timesheets for hourly employees and sign-in sheets for salaried employees will be replaced by TimeClock Plus generated timesheets, based on the data in the timekeeping system.

In order to ensure consistency of treatment for employees, the data recorded in the TimeClock Plus system shall be considered as 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.

In order for the electronic timekeeping system to work as intended, all employees must participate. Outlined below are some important rules.

## **Hourly Employees**

### **Daily Clock-in/Clock-out**

It is a job requirement that ALL employees MUST “clock in” when arriving for their scheduled shift, and “clock out” at the end of the workday at their work location. (Under certain conditions, such as a training course at a different location, catering activities, or lack of computer access, the employee shall clock in/out at the different location or be clocked in/out manually by the TimeClock Supervisor. Other requirements include:

- Employees should not clock in earlier than 7 minutes before their scheduled starting times (unless the employee has the TimeClock Supervisors approval for early arrival).
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If an employee clocks out early, they shall use leave or the time not worked will be docked from their pay.
- If it is discovered that a pattern of clocking in early or clocking out late exists, without the employee having secured prior approval for overtime hours in advance, or the employee is habitually forgetting to clock in or out, the department supervisor should address this concern promptly with the employee.
- There are emergency reasons why an employee would need to leave work for a short period during the workday. In the event an employee needs to leave for

personal reasons, they must “clock out” for the day. If they return before the end of the day, they simply “clock in” again.

### **Clock Problems**

If any employee is unable to punch in or out because of a time clock malfunction, it is the employee’s responsibility to immediately inform their TimeClock Supervisor via telephone, email, fax , etc. In this situation the TimeClock Supervisor will “manually” clock the employee in or out.

### **Overtime**

Overtime should always be authorized in advance by a TimeClock Supervisor. Overtime will be calculated based on the actual hours recorded and credited to the employee, as measured by the TimeClock Plus system.

- Overtime is earned on a weekly basis, and is only earned after 40 hours of actual hours worked have been accumulated within a given week.
- Overtime must be approved in advance by the employee’s TimeClock Supervisor , and is paid at 1.5 times the employee’s base hourly rate after 40 hours worked or in accordance with the employee’s collective bargaining agreement. This also holds true for times in which the employee receives two-times or three-times their pay rate for overtime worked on Sundays and holidays.
- Since overtime or extra hours are calculated when recorded work hours exceed 40, employees must not clock in early or clock out late without supervisory approval.

Any disagreements with the official time detail record shall be reviewed with the employee’s TimeClock Supervisor, who shall authorize any changes to timekeeping data.

### **Docked Pay**

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

Also, pay will be docked for hourly employees who fail to work their full number of scheduled hours during any given workweek.

### **TimeClock Adjustments**

Punches should only be edited by Timekeeper Managers upon authorization by TimeClock Supervisors (an email from the Supervisor to the Manager is sufficient authorization).

Time will be reviewed and edited (if needed) on a daily basis.

Time Clock Supervisors are to review the approved time data information for each employee and then sign-off on the time sheet printed from the TimeClock Plus.

### **Salary Employees**

#### **Daily Clock-in/Clock-out**

It is a job requirement that ALL employees MUST “clock in” when arriving for their shift, and “clock out” at the end of the workday at their work location. (Under certain conditions, such as a training course at a different location, catering activities, or lack of computer access, the employee shall clock in/out at the different location, or be clocked in/out manually by the Timekeeper Manager).

- If an employee is habitually forgetting to clock in or out, the department supervisor should address this concern promptly with the employee.
- There are emergency reasons why an employee would need to leave work for a short period during the workday. In the event an employee needs to leave for personal reasons, they must “clock out” for the day. If they return before the end of the day, they simply “clock in” again.

#### **Clock Problems**

If any employee is unable to punch in or out because of a time clock malfunction, it is the employee’s responsibility to immediately inform their TimeClock Supervisor via telephone, email, fax , etc. In this situation, the TimeClock Supervisor will “manually” clock the employee in or out.

#### **TimeClock Adjustments**

Punches should only be edited by Timekeeper Managers upon authorization by TimeClock Supervisors (an email from the Supervisor to the Manager is sufficient authorization).

Time will be reviewed and edited (if needed) on a daily basis.

TimeClock Supervisors are to review the approved time data information for each employee and then sign-off on the time sheet printed from the TimeClock Plus System.



Employee Name \_\_\_\_\_

Employee Pin # \_\_\_\_\_

### CLOCK IN “Start work day”

- 1) Press green “clock in” button
- 2) Enter your 4-digit employee pin number (above)
- 3) Press the Yes/Enter Button
- 4) Place your finger on the scanner until you see “print accepted” and the green checkmark appears.

### CLOCK OUT “End work day”

- 1) Press red “clock out” button
- 2) Enter your 4-digit employee pin number (above)
- 3) Press the Yes/Enter Button
- 4) Place your finger on the scanner until you see “print accepted” and the green checkmark appears.

