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ACTION BY:  
Information Only

**TO:** All Principals and Department Heads

**FROM:** Ann Killets   
Chief Academic Officer

Joseph M. Moore   
Chief Operating Officer

**SUBJECT: AUTOMATED TIME COLLECTION DEVICES (TCDs) GUIDELINES**

In recent weeks, the district has implemented biometric Time Collection Devices (TCDs) across the Central Area schools. As we prepare to go live in the Central Area, district guidelines and a list of frequently asked questions have been developed to address various issues related to TCDs. As a reminder, this system is necessary in order to maintain electronic time records for employees and document the district's compliance with Fair Labor Standards Act (FLSA) requirements.

#### Utilization of the TCD is Mandatory

As the project is expanded to include your school or department, the utilization of the TCD is mandatory for non-exempt employees at your location. Non-exempt employees are subject to all FLSA provisions including the payment of overtime. For schools, this group typically includes food service workers, custodians, paraprofessionals, data processors, school treasurers, media clerks, school secretarial clerks, ITSA's, cafeteria managers, SACC workers, and part time hourly temp jobs in either after school programs or community schools. Non-exempt department based staff members of AESOP, FPSU, and the Non-Bargaining Unit will also be included. Schools and departments will be provided with rosters of affected employees as the project is rolled out to their worksite.

#### Scheduled Time

Both employees and their supervisors must be vigilant in managing time worked in this electronic environment. Employees must report and punch in and out only for their scheduled time. Board Policy (6.12) requires that all overtime or compensatory time be approved in writing by the appropriate administrator/supervisor prior to the time being worked. Any employee who works overtime hours without obtaining authorization may be subject to disciplinary action. The TCD system and employee punch data

will serve as the official payroll record and all time captured (authorized or unauthorized) will be paid as required by FLSA. Therefore, it is imperative that employees adhere to their approved work schedule. Failure to do so could result in unauthorized overtime, budget deficits, and disciplinary action.

### **Lunch Breaks**

All employees in regular positions required to use the TCD must punch in and out for lunch each day. The district requires that these employees take a minimum 30 minute lunch. Lunch breaks are not paid time and failure to punch out could result in unauthorized overtime, budget deficits, and disciplinary action. The same rules apply to custodians that work during evening hours and their dinner break.

### **Managing Time/Exceptions**

Supervisors must manage exceptions or deviations in time from the employees' schedules. Schedule deviation reports are available on-line through your school or department payroll contact; however, principals and supervisors are responsible for managing their respective employees. Employees that fail to utilize the TCD, adhere to their approved schedule, or repeatedly miss punches should be counseled by their supervisor and subjected to progressive disciplinary action if necessary.

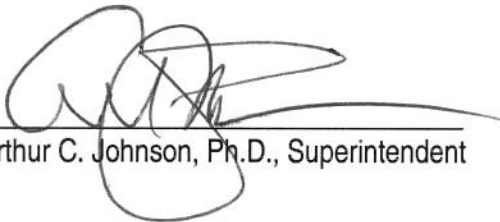
To date, the TCDs have been successfully implemented in both the Transportation and Maintenance & Plant Operations departments. Businesses and employees across the globe utilize TCDs to capture time worked and generate payroll. Employees that wish to continue their employment with the school district must adapt to this electronic environment.

Attached is a list of frequently asked questions related to the TCD project. Additional details regarding the project will be forwarded to impacted schools and departments as we draw closer to implementation at your location. Your support of this critical District project is appreciated. If you should have any questions, please call or email the Contact Person listed on the first page of this bulletin.

ACJ:AK:JMM:MJB:ac

Attachment

Approved:

  
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Arthur C. Johnson, Ph.D., Superintendent



## **Time & Labor – TCD Frequently Asked Questions for Timekeepers and Payroll Contacts**

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### Introduction

The purpose of this document is to present the Frequently Asked Questions related to the Time Collection Devices (TCDs), as well as provide an overview of the Time & Labor/TCD implementation.

The re-implementation of the Automated Time Collection System is underway and will ultimately enable all *Non-Exempt (Overtime Eligible)* and *temporary hourly* employees to report their time through biometric Time Collection Devices (TCDs).

To date, the TCDs have been successfully implemented in both the Transportation and Maintenance & Plant Operations departments.

The next phase involves rolling the TCD project to our non-exempt school based employees (excluding: substitutes, school police, and confidential secretaries) across the remaining areas.

Employees who will be utilizing the Time Collection Devices include:

- Food Services Workers
- Custodians
- ITSAs
- SACC Workers
- Paraprofessionals
- Cafeteria Managers
- Data Processors
- Media Clerks
- School Treasurers
- School Secretarial Clerks
- Part Time Hourly Temp jobs (Non-Exempt) in either After School Programs or Community Schools



## Time & Labor – TCD Frequently Asked Questions for Timekeepers and Payroll Contacts

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### 1. Section 1 - Lunch and Meal Breaks:

*Question:* Do employees have to punch in and out for lunch every day?

*Answer:* Yes, all employees in regular positions required to use the Time Collection Device (TCD) must punch in and out for lunch each day.

*Question:* Must custodians punch in the evening for their dinner break?

*Answer:* Yes, this is considered the same as a lunch period.

*Question:* Do employees have to punch in and out for breaks?

*Answer:* No, breaks are considered paid time.

*Question:* Can employees add their break to their lunch period?

*Answer:* At the discretion of the principal/department head, only members of AESOP may add 1 or both of their 15 minutes breaks to their lunch period.

The system will automatically deduct half hour for all AESOP employees if:

- Employee punches 1 hour lunch segment – assumes both breaks combined;
- Employee punches ½ hour segment;
- Employee punches ¾ hour segment – assumes one break combined;
- If time exceeds one hour, then the time must be managed by payroll contact/timekeeper.

*Question:* Can employees “skip” lunch to make up for their time?

*Answer:* No, the District requires employees take a minimum 30 minute lunch.

*Question:* If I have an employee on a Lease who is working more than 6 hours, do they have to punch in and out for lunch?

*Answer:* This is a school based decision. Since the employee is working in an hourly capacity, they would only punch in and out for lunch if they elect to take an unpaid lunch period.

*Question:* How will the 10 hour work days be handled regarding lunch?

*Answer:* The same as any other period of time. The only provision is for an additional 15 minute paid break.

*Question:* How will recording time through a TCD affect those approved for flexible schedules?

*Answer:* There is no effect at all. Approved employees have or will be placed on custom schedules to account for this.



## Time & Labor – TCD Frequently Asked Questions for Timekeepers and Payroll Contacts

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### 2. Section 2 - Overtime & Compensatory Time:

**Question:** Do overtime and compensatory time have to be pre-approved?

**Answer:** Yes.

**Question:** What are the names and numbers of the Bulletins regarding tracking compensatory time and the procedure for the form to accept comp time?

**Answer:** The two Bulletins are "P12162-CAO/CCSB Comp Time Agreement" and "P12902 – CAO/COO Tracking and Using Compensatory Time". These Bulletins are stored in Outlook.

**Question:** What is the School District Policy regarding compensatory time?

**Answer:** "School Board Policy 6.12 – Overtime/Compensatory Time Off Under Certain Circumstances".

**Question:** The policy on Overtime/Compensatory Time indicates time is tracked from August through August, and time not used will be paid. Who pays for this?

**Answer:** Schools will be accountable for the budget dollars at year end and should therefore take this into consideration when offering Compensatory time in lieu of Overtime.

**Question:** Can I enter Compensatory time for an employee whose schedule is less than 40 hours per week?

**Answer:** No. Compensatory time may only be used in lieu of paid overtime. If additional hours are worked for an employee whose schedule is less than 40 hours per week, the additional hours would process as ETS (Extra Time Straight).

**Question:** Can I enter compensatory time earned for unscheduled work days? For example, on days during the summer prior to or after a non-year round employee is scheduled to work, or during the winter break?

**Answer:** No. Only compensatory time earned in lieu of paid overtime is to be tracked in PeopleSoft.



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**Question:** Can I dock employees pay for working less than their scheduled hours?

**Answer:** Payroll is providing the tools to manage the time worked by your employees. The actual management of the employees and their time worked is done at the school center. Docking employees for hours without pay (WOP) should be a last resort.

Suggested steps:

- Notify your principal or department head;
- Employee should be requested to complete and sign a leave form for the missing hours (Annual, Sick, Personal, Comp Time, or WOP).
- Employee should be counseled on requirement to work all scheduled hours.
- Employee should be advised that they are subject to progressive discipline per their union contract for not working their scheduled hours.

### 3. Section 3 - Special time reporting/adjustments to time:

**Question:** Can I change a punch?

**Answer:** No, the integrity of the electronic punch data must be maintained.

Timekeepers can only 'correct' a punch by adding a line to the punch Timesheet with the exception of duplicate punches in or out within minutes or seconds. For example, an employee punches in and fails to hear recording and punches in again. The Timekeeper may delete the latest punch which would benefit the employee.

**Question:** How do I enter Workers Comp light duty (WCQ)?

**Answer:** Workers Comp light duty (WCQ) is time punched by the employee. The Time Reporting Code (TRC) is edited on the punch timesheet to "WCQ".

**Question:** How do I enter a Temporary Duty Elsewhere (TDE)?

**Answer:** Temporary Duty Elsewhere (TDE) is time punched by the employee. The TRC is edited on the punch timesheet to TDE. If employees attend workshops off site, it is acceptable that time be recorded as an elapsed number of hours on the timesheet with TDE as the reporting code, or corrected in and out punch times by timekeeper with appropriate documentation. It is preferable that employees not punch in and out at an offsite TCD.

**Question:** How do I enter Lease time worked?

**Answer:** Lease time (LSE) is time punched by the employee. The TRC is edited on the punch timesheet to LSE with the billable indicator, all the fields associated to billing, and the Combo Code.

**\*\* Important: if punch total hours are associated on more than one line for that day, then all lines must be edited with the billing information. \*\***

**Question:** How do employees in multiple jobs punch for the day?

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## **Time & Labor – TCD Frequently Asked Questions for Timekeepers and Payroll Contacts**

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**Answer:** They will punch in and out on each job.

**Question:** How is the time rounded?

**Answer:** Time is rounded by the 7.5 minute rule – 7.5 minutes before start time and 7.5 minutes after the start time. The time is rounded to the nearest quarter hour.  
(Please refer to page 108 in the Payroll and Time & Labor Training Manual).

**Question:** Is the reported time on the Timesheet Summary raw time or rounded time?

**Answer:** It is raw time.

**Question:** Does the reported time shown on the punch time sheet change after the Time Administration process runs?

**Answer:** No, it remains as raw and un-rounded time.

**Question:** Can I enter leave taken (i.e. Sick or Annual Leave) on the punch time sheets?

**Answer:** Yes. TDE's can be entered on elapsed or punch Timesheets, but NOT both.

**Question:** Who will report leave taken for School Food Service staff?

**Answer:** This will continue to be entered by the School's Payroll contact.

**Question:** Can punch time and quantity of hours be entered on the same line?

**Answer:** No, it is not allowed by the system.

**Question:** If I have to make a stop before reporting in or after leaving at the end of the day, how do I punch this?

**Answer:** The hours would be reported to the timekeeper to manually be entered on the punch Timesheet using the correct arrival or departure time.

**Question:** How is time corrected on the punch Timesheet?

**Answer:** A new row is created for the date in question and the appropriate time is entered for the punch. Or the appropriate time is entered in the missing field.

Time may be entered as military time, time as hour with am or pm, or detail hour and minutes with AM or PM.

Examples:

4p or 1600 = 4:00:00 PM

1:3p or 1330 = 1:30:00 PM



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**Question:** How do employees punch in and out for training that is not at their school location?

**Answer:** While TCD's may be available at other locations, schedules for training and logistics may not allow employees to punch in and out when they are attending all day training. It is suggested that the Payroll Contact/Timekeeper manage the in and out punches for employees attending training. You may enter as in and out for the day or it may be reported as elapsed time using a time reporting code of "TDE".

**Question:** Who manages the Lunchroom aides?

**Answer:** The school center payroll contact/timekeeper will manage the lunchroom aides' time.

**Question:** Will an employee be paid for hours worked above their schedule?

**Answer:** Yes, unless the hours are converted to compensatory time. Otherwise employees must be paid for time worked per the Fair Labor Standards Act (FLSA).

**Question:** How can I manage the additional hours punched that cannot be converted to compensatory time?

**Answer:** Payroll is providing the tools to manage the time worked by your employees. The actual management of the employees and their time is done at the school center.

Suggested steps:

- Supervisor should counsel employee and explain the importance of working and punching in and out only for their approved regular schedule;
- Work beyond the regular schedule requires prior approval from the principal or department head;
- Employees that do not follow their supervisors instructions and continue to work unauthorized overtime are subject to progressive discipline, including termination, per the employee's respective union contract;
- Shorten employee's work week to avoid exceeding 40 hours within a given week.

**Question:** What if an employee misses a punch (i.e. forgets to punch out at the end of the day)?

**Answer:** The employee must notify the Timekeeper that the punch was missed via a Missed Punch Slip. If the Timekeeper notices the missed punch, then the employee must be notified, and must fill out a Missed Punch Slip. Employees that repeatedly fail to punch in or out should be counseled by their supervisor and are subject to progressive discipline.

#### 4. Section 4 - Processing questions:

**Question:** When do the Time & Labor pages open?

**Answer:** They open on Wednesday morning (changed from previous day of Thursday) for exceptions to be cleared during payroll week. Other pages are not available.

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## Time & Labor – TCD Frequently Asked Questions for Timekeepers and Payroll Contacts

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**Question:** How do I bill to Internal Accounts if the funding on my job record is IA?

**Answer:** On the elapsed Timesheet, enter hours and use the billable indicator, include all the fields associated to billing, and the Combo Code. If the employee is a punch time reporter each line of the punch time sheet would have to be edited with the billable indicator, to include all the fields associated to billing and the Combo Code.

**Question:** What is the Time Administration process?

**Answer:** Time Administration is a process which takes reported time, applies the rounding and rules, and converts the hours to payable time.

**Question:** When is the Time Administration process run?

**Answer:** It is run every 2 hours on the even hour from 6:00 AM to 6:00 PM, and takes approximately 1 hour to complete.

**Question:** How long does it take for the information to be sent from the TCD to the Timesheet?

**Answer:** Every ten minutes the data is sent from the TCD to the PeopleSoft Timesheet.

**Question:** I have cleaned up all of my exceptions and still have exceptions listed. Why?

**Answer:** Exceptions are removed from the punch timesheet page after the Time Administration process runs.

**Question:** What is the cloud icon on the Timesheet page?

**Answer:** This is a Comments field available for your use. Please note that any Comments become public information and are subject to records requests.

**Question:** What are the exceptions that have to be cleaned up at the school centers/departments?

**Answer:**

- TLX01540 – More than 24 hours reported
- PB\_Order - Invalid Punch Order
- PB\_Hours - Excessive Hours Reported (between 14 and 24 hours)  
(This is allowable by the timekeeper on the Manage Exceptions page)

**Question:** Can I continue to use my SACC time clock?

**Answer:** Yes, however the District TCD must be used. The SACC time clocks are not maintained by the District and punches are not 'sent' to Payroll. The preference of using both time clocks is determined by the school center.

**Question:** How do I remove employees who are no longer active on their temporary job records?

**Answer:** Please complete Omniform 1176 and fax it to Wanda Cabell in Human Resources @ PX 47375.



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**Question:** Does rapid time validate any of the information entered for substitutes?

**Answer:** Yes. The Rapid Timesheet validates the TRC and funding.

**Question:** Does the clean up exception button clear my exceptions (errors)?

**Answer:** No. Use the process delivered in class, and in the Training Manual, to remove the exceptions (errors).

**Question:** Do I estimate time on shortened payroll processing periods, such as when we close early on a Friday preceding a Monday holiday?

**Answer:** No. The system will still collect and process the punches after the payroll closes at 5:00 PM on Friday.

**Question:** Does my principal approve time on the shortened payroll processing periods, such as when we close early on a Friday preceding a Monday holiday?

**Answer:** Yes. Hours punched after the approval will be approved by payroll, provided there are no any exceptions. If exceptions exist, they must be cleared after the time entry screens reopen and time will be paid or adjusted on the next following payroll.

**Question:** Are hours ever entered on both the elapsed and punch time sheet?

**Answer:** No. This will result in an overpayment to the employee.

**Question:** Are hours displayed on the punch timesheet real time worked?

**Answer:** Yes, hours displayed are raw time. The rounding rules have not taken place at this point in time.

**Question:** Where can I see the real time paid for an employee?

**Answer:** Payable Time Summary will display the real time with the rounding rules applied.  
*Home>Manager Self Service>Time Management>View Time>Payable Time Summary.*

**Question:** When should exceptions be corrected?

**Answer:** Exceptions should be cleaned up daily whenever possible.

**Question:** What is the cutoff for clearing exceptions prior to the principal or department heads approval of payroll?

**Answer:** All exceptions should be cleared by 10:00 AM on Monday of pay week.  
All exceptions should be cleared by 2:00 PM on Friday of a shortened payroll week.



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### 5. Section 5 - Queries/Reports:

**Question:** How do I run a query?

**Answer:** *Reporting Tools> Query>Query Viewer.*

**Question:** How do I find the queries associated to the TCD?

**Answer:** *Reporting Tools> Query>Query Viewer*  
Search by *Folder Name* using 'TCD' as your search criteria.

**Question:** If I report additional hours for an employee whose schedule is less than 40 hours are worked, how can I manage?

**Answer:** Run the query PB\_TL\_SCHEDULE\_DEVIATION which will show the difference between their scheduled hours and the payable punched hour.

**Question:** Does a missing final OUT punch for an employee generate an error for the day?

**Answer:** No. The query PB\_TL\_PUNCH\_COUNT\_1 or PB\_TL\_PUNCH\_COUNT\_3 would have to be used to validate at the end of a pay period to indicate if any out punches are missing.

**Question:** How can I determine if an employee is not using the time clock?

**Answer:** Run the query PB\_TL\_PUNCH\_COUNT\_0.

**Question:** How can I determine if an employee is not punching in and out for lunch?

**Answer:** Run the query PB\_TL\_PUNCH\_COUNT\_2.



## Time & Labor – TCD Frequently Asked Questions for Timekeepers and Payroll Contacts

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### 6. Section 6 - Miscellaneous questions regarding the TCD Device:

*Question:* Who do I go to with a TCD concern?

*Answer:* Start with the ITSA or the Secondary Instructional Support employee at the school center or you may email the group responsible @ TCDGroup

*Question:* Can I request or purchase additional TCDs?

*Answer:* Once the District has ensured all school have TCDs appropriate to the school level other requests will be handled or location of TCDs assessed.

*Question:* What colors are displayed on the TCD for punching in and out?

*Answer:*

In – Green.

Out – Red.

*Question:* Can employees clock in and out during the day on different TCDs?

*Answer:* Yes, within the same facility.

*Question:* Are fingerprints valid from the original enrollment in the summer of 2006?

*Answer:* No, all were cleared and employees are being re-enrolled.

*Question:* Are job numbers displayed on the TCDs?

*Answer:* No; improvements were made to display job descriptions.

*Question:* How does an employee enter their time if there is not a time clock available?

*Answer:* The time would be submitted by the employee to the head secretary. They would enter the in/out punches as applicable, or in the Elapsed Timesheet.

*Question:* How are multiple jobs on the TCD selected?

*Answer:* Jobs are selected by the displayed job description of the employees' non exempt jobs, using the up and/or down arrow buttons.

*Question:* How can I clean the TCD?

*Answer:* Non-abrasive cleaner sprayed on a soft cloth can clean the finger reader.

*Question:* If index fingers do not read when enrolling an employee – how do I proceed?

*Answer:* Employees can be enrolled with any finger. The index finger and thumb are the first to be used. The employee must remember which fingers were enrolled.