SECTION C – TIME CLOCK POLICY AND GUIDELINES

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INTRODUCTION
McAllen Independent School District (MISD) uses an electronic time tracking system called Time Clock Plus to capture and record all non-exempt employee time records. Time Clock Plus is an electronic time tracking system that allows the District to accurately record, track, and report employee information in real time. This allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance within the District.

OFFICIAL TIME OF RECORD
The Time Clock Plus electronic time keeping system is the official timekeeping software for all non-exempt employees. In order to ensure consistency of treatment for hourly paid employees, the data recorded in the Time Clock Plus system shall be considered as the “official” record of the workday for the District. Any disputes over actual hours worked or attendance will be resolved by referring to the Time Clock Plus records.

EMPLOYEE TIME REPORTS
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 MISD. The Time Clock Plus electronic timekeeping system is used to record all hours worked for non-exempt personnel.

MISD ID BADGE AND EMPLOYEE ID NUMBER
Every MISD employee is assigned an MISD ID Badge and an Employee ID Number upon hire and is used for identification purposes throughout the District. The MISD ID Badge or the employee’s social security number can be used to clock in at the time clock location and to view time worked. Employees are responsible for knowing their MISD ID number and protecting it from unauthorized use.

CLOCK LOCATIONS
Time Clocks are located throughout the District at every school and department site. Please check with your Supervisor regarding clock locations in your area.

DAILY CLOCK IN/OUT REQUIREMENTS
It is a job requirement that all non-exempt employees must “clock in” and “clock out” at the start of their shift, during lunch breaks, and at the end of their shift.

Employees are expected to clock in and out at their regularly scheduled times.

Under certain conditions (such as trainings at an off-site location, extracurricular events, etc.) when an employee cannot “clock in” at their worksite, the employee should report time worked to the Time Clock Manager using the Time Clock Edit Form so that their time worked can be manually entered.
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 position. It is the responsibility of the employee to ensure that they are clocking in on the correct 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, Time Clock Manager, or the MISD Payroll Office for clarification.

Employees who have swiped incorrectly using the wrong job code will need to complete the Time Clock Edit form and submit the signed form to their Editor prior to the close of the pay period so their time can be corrected.

VIEWING HOURS WORKED

Employees can view their hours worked from any clock in the District.

To view your hours from the time clock – click the ‘view’ button on the time clock and enter your Social Security number or swipe your MISD badge. Follow the prompts to view cumulative time for the current week.

FALSIFICATION, TAMPERING, AND UNAUTHORIZED VIEWING

The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software
- Punching in or out for another employee
- Interference with another employee’s use of the Time Clock Plus system
- Unauthorized viewing of another employee’s time in the Time Clock Plus system

CLOCK PROBLEMS

If an employee is unable to punch in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employees responsibility to immediately inform their Time Clock Manager and complete the Time Clock Edit form. In this situation, the Time Clock Manager will manually correct the clock in or clock out information and this form must be maintained at the worksite. The Time Clock Manager will notify the Help Desk of any clock problems or malfunctions with the Time Clock Terminal.
If the correction is needed for a workweek that has already closed, the Time Clock Edit Form must be submitted to the Payroll Department to manually correct the error.

**LUNCHES**

All non-exempt employees are entitled and expected to take a duty free lunch period each day. The duty free lunch should be a minimum of 30 minutes in length.

The lunch period is considered unpaid time and employees must clock in and out. The lunch period is to be a duty free break for the employee and must be a minimum of 30 minutes in length.

Due to the nature of some district positions, exceptions to the lunch period may be made with the approval of the employee’s supervisor.

**BREAKS**

The Fair Labor Standards Act (FLSA) does not require breaks or meal periods be given to workers. Non-exempt employees are allowed paid breaks during their shift as defined by their work schedule and their supervisor.

**UNREPORTED HOURS**

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 Time Clock 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. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination.

Examples of “working off the clock” may include:

- Forgetting to clock in or out
- Voluntarily continuing to work at the end of regular working hours
- Taking work home to complete on the weekend or in the evening
- Checking/Reading/Reviewing work-related emails or listening to work-related voicemail messages while away from the office or workplace
- Answering phones, emails, or attending to customers while clocked out for a lunch break

Once an employee has clocked in, he/she is responsible for starting work. When a shift has been completed, it is the employee’s responsibility to clock out. Employees conducting personal business or simply not working while clocked in may be considered
“riding the clock” and could be subject to corrective action up to and including termination. Some departments require employees to leave their workstation for lunch and breaks. Check with your supervisor regarding the policy in your area.

PROCESSING OF ELECTRONIC TIME REPORTS
The MISD Payroll Office will close the work week in Time Clock Plus according to a preset schedule to ensure that time adjustments are properly recorded. The workweek begins on Saturday at 12:00 AM and runs through Friday at 11:59 PM. Time Clock Managers must resolve all missed punches and review clock hours for their staff on the Monday following the close of a pay period. It is imperative that employees complete any necessary Time Clock Edit Forms in a timely manner.

PROCEDURE FOR CLOSING THE WORKWEEK
Every Monday morning, an e-mail will be sent from the Payroll Department to Time Clock Managers and Time Clock Supervisors notifying them that their approval of the Time Clock for the prior week is due by 5 o’clock that afternoon. It is understood that every department or campus must review hours worked by their employees.

The e-mail that is sent out will read as follows: “Good Morning Everyone, We are closing the work week of 04/30/11 -05/06/11. Please let me know via e-mail as soon as you are ready with your area. All schools/ departments must be closed by 5:00 p.m. on Monday, May 9, 2011.”

If the Campus/Department did not close their clock by 5 p.m., payroll does an automatic close of the time clock. This will allow the workweek to be released for Payroll Processing but without the Time Clock Supervisor site level approval. A weekly review of those Campuses/Departments that are not approving the current workweek by the deadline will be contacted and repeated violations may result in corrective action.

Edit to the time clock should be done daily at the campus/department level through a signed Time Clock Edit Form. These are maintained at the campus. If the clock has closed and as a last resort, edit forms are sent to the payroll office with proper signatures at which time the clock will be corrected. A copy of the Time Clock Edit Form can be found under in the Appendix section of this manual.

DISPUTES OVER TIME CLOCKED IN OR OUT
In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of their supervisor immediately. The Time Clock Plus electronic time tracking system provides a log to assist in validating times and locations of all employee swipes. Any dispute that cannot be resolved using the logs should immediately be reported to the Human Resources Department.

COMPENSATORY TIME
MISD does not allow the accrual or use of Compensatory Time. With supervisor approval, employees may flex their hours within a single time clock week if necessary.

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

DOCKED PAY
If an employee is absent (half day or whole day) and has used up all available local days or state days, their pay shall be docked for the days missed based on their daily rate of pay.

OVERTIME
Unauthorized overtime is prohibited. Any time worked by an employee that exceeds the employee's budgeted position hours must be approved by the employee's immediate supervisor prior to the time being worked. All approved overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the Time Clock Plus electronic timekeeping system using straight time or time-and-a-half, based on the hours worked in the Time Clock Week.

Examples:
- Overtime paid as Straight Time
  35 hours physically worked
  8 hours out on leave
  43 hours paid at the regular hourly rate (no overtime)

- Overtime paid at Overtime Rate
  42 hours physically worked (2 hours paid at overtime rate of time-and-a-half)

TIME CLOCK MANAGERS
Time Clock Managers are appointed by the Time Clock Supervisors as those responsible for monitoring and editing the time clock records for a worksite. This includes:

- Collecting, verifying, and maintaining the Time Clock Edit Forms
- Editing employee's time as needed to correct missed punches and incorrect swipes

If you are unsure who the Time Clock Manager is for your worksite, please check with your supervisor or contact the Payroll Department.
TIME CLOCK SUPERVISORS/APPROVERS

Time Clock Supervisors/Approvers are assigned by the MISD Payroll Department and are responsible for monitoring and approving the electronic time and attendance information for their site each week. Time cannot be released for Payroll Processing without site level approval. Approval by a Time Clock Supervisor/Approver certifies that the time submitted to the payroll office is correct.

A weekly review of those Time Clock Supervisors that are not approving the current workweek by the deadline will be contacted and repeated violations may result in corrective action.

TIME CLOCK EDIT FORM

Any corrections to time that occur PRIOR TO THE CLOSE OF THE WORKWEEK require a Time Clock Edit Form. The form must be completed by the employee and signed by the employee’s supervisor prior to the Time Clock Manager making any change to the employee's time. The original Time Clock Edit Form is kept on file with the employee’s Time Clock Manager and the employee is provided with a copy. Examples of changes would include:

- Correcting missed punches
- Adjusting the clock in or clock out times
- Correcting lunch punches that were entered incorrectly
- Swipes against the wrong job code

Any corrections to time that occur AFTER THE CLOSE OF THE WORKWEEK will also require a Time Clock Edit Form. The form must be completed by the employee and signed by the employee’s supervisor. When completed a copy of the form must be submitted to the Payroll Department. The original Time Clock Edit Form is kept on file with the employee’s Time Clock Manager and the employee is provided with a copy. The Payroll cannot legally change or correct any electronic time card records without both the employee and supervisors signatures. Corrections resulting from a Time Clock Edit Form will be made on the next available payroll run if the workweek had already been paid.

TIME CLOCK SYSTEM AUDITS

Time Clock Plus data is subject to annual external audit and may be monitored by a third party to verify compliance. Additionally, the MISD Payroll Department in conjunction with the Internal Audit Department will monitor Time Clock Plus data on a regular basis and review for irregularities or patterns. Any irregularities and/or patterns will be reported to the Time Clock Approver/Supervisor and all findings will be investigated.
ADDING AND REMOVING EMPLOYEES FROM SYSTEM

Typically, employees are set up on the Time Clock when all necessary paperwork has been filled out with the Human Resources Department and the employee has been cleared to start working. The Payroll Department is responsible for adding new employees onto the Time Clock System and Time Clock Managers should register the employees palm print to allow them to begin using the Time Clock System.

If an employee’s paperwork is delayed and the employee has not yet been entered into the Time Clock Plus system, they should complete the Time Clock Edit form for any hours worked until they can swipe. In the event of any difficulties in setting up an employee, please contact the Payroll Department.

Terminated employees will be removed from the system when the Termination documents are received in the Payroll Office from the Human Resources Department.

Transferring employees will be updated in the system when the Liquid Office Employee Action Form has been received in the Payroll Office from the Human Resources Department.

DEFINITIONS

Non-exempt Employee – Determined by FLSA and include but are not limited to clerical, aides, bus drivers, managers, HVAC workers, maintenance workers, cafeteria workers, clerks, etc. (Please contact the Human Resources Department if you have questions about a specific position designation).

MISD ID Number – Unique number that is assigned to each MISD employee upon hire. Employees can contact the Human Resources Department to obtain their MISD ID number.

Flexing Time/Hours – Adjusting or sliding regularly scheduled times as needed either by the employee or by the Supervisor. Hours can be flexed with Supervisor approval within a single pay week.

Straight Time – Hours physically worked up to 40 hours. If an absence is part of the total hours worked for the work week, and the hours physically worked do not exceed 40, then all hours worked will be paid at the straight time rate.

Overtime – Hours physically worked beyond 40 hours during a workweek.