

## ALLEN INDEPENDENT SCHOOL DISTRICT

### Time Clock Guidelines for Non-Exempt Employees

#### I. INTRODUCTION

Allen ISD is uses an electronic time keeping system called True Time. The electronic time keeping system will enable you to more accurately keep track of your time. It will also allow the District to more efficiently process your time worked for payroll purposes. In order for this system to work to its fullest potential, we are asking all non-exempt employees to follow the guidelines outlined below.

#### II. OFFICIAL TIME OF RECORDS

The True Time electronic time keeping system and associated work records will become the official basis for recording hours worked for non-exempt employees of Allen ISD. Any disputes over actual hours worked or attendance will be resolved by referring to the True Time records. Employees **will be required to submit their timesheets electronically** to their supervisor.

#### III. DAILY CLOCK IN/OUT REQUIREMENTS

All non-exempt employees will be required to “clock in” in the morning and “clock out” at the end of the workday at their respective locations. Lunch breaks will also require clocking in/out. Missing a clock in/out **requires** a note be added as to the reason for the missed clock in/out (this will apply to para professional support staff only). All other non-exempt employees will need to complete a missed clock in/out form and turn into their supervisor to enter into the True Time System (Employee Access-Web Post Document Center).

Other requirements and guidelines include:

- Employees should not clock in earlier than 7 minutes before their scheduled start times (unless the employee has Supervisor approval for early arrival). Employees are expected to clock in by their scheduled start time.
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall use leave or time not worked will be deducted from their pay.
- Clock in/out time will be rounded to the nearest quarter hour.
- Playing the clock to take advantage of rounding is prohibited, e.g. clocking in at 8:07 a.m. knowing the clock will round back to 8:00 or clocking out at 4:53 p.m. knowing the clock will round forward to 5:00 p.m. Employees are expected to clock in at their scheduled start time and out at their scheduled end time.

#### IV. FALSIFICATION, TAMPERING AND UNAUTHORIZED VIEWING

The following actions are considered a violation and could result in immediate disciplinary action including termination (see DH local).

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in/out for an absent or late employee (a.k.a. “buddy punching”).
- Interfering with other employee’s use of the True Time System.
- Unauthorized viewing of another employee’s time in the True Time System.

The supervisor will review the specific details of any and all infractions and develop an appropriate response.

#### V. CLOCK PROBLEMS

The employee is responsible for correcting the timesheet if they are unable to clock in/out because of a time clock malfunction or accidental oversight. Para professional support staff can make these corrections with notations; all other non-exempt employees need to report immediately to their supervisor for correction. *Excessive “edits” to timesheet could result in revoking of edit privileges and possible disciplinary action.*

#### VI. UNREPORTED HOURS

Intentional or careless working off the clock is prohibited. Employees are required to clock in before performing any work. Employees are not permitted to clock out and continue to work. Forgetting to clock in/out is not a legitimate reason for working off the clock. Non-exempt employees are not allowed to work from home.

#### VII. PROCESSING OF ELECTRONIC TIME REPORTS

The payroll office will import timesheets on a weekly basis. Employees must submit their timesheets to their supervisor no later than **Monday** for the previous weeks’ time worked. Each supervisor or designee will review/ sign and submit to payroll for processing.

VIII. OVERTIME/COMP TIME

Overtime or comp time should always be authorized in **advance** by a supervisor. Overtime or comp time will be calculated based on the actual hours recorded and credited to the employee, as measured by the True Time System.

*Employees that work unauthorized overtime or comp time could be subject to disciplinary action.*

IX. DOCKED PAY

A non-exempt employee shall be docked for hours missed when all available local days, state days and compensatory time, etc. have been exhausted.

X. ABSENCES FROM DUTY

The True Time System is an electronic timekeeping system and as such does not remove the need for the employee to submit leave requests for days missed either through Employee Access or the Sub Finder System.

XI. DEFINITIONS

Non-exempt employees are determined by FSLA and include the following positions:

- Administrative Assistants
- Aides/Clerks
- Bus Drivers
- HVAC Workers
- Maintenance/custodial workers and managers
- Cafeteria Workers
- Managers
- Kid's Club/Learn and Play

Please contact the Payroll Department for questions about specific positions.