

TIME CLOCK

To ensure an accurate record of classified staff attendance and time worked for proper compensation, Uinta County School District No. Four requires the use of an electronic time-tracking system, Virtual TimeClock®, to capture and record all non-exempt employee time records and all hourly paid supplemental position time.

All non-exempt staff, including substitutes, must clock in and clock out using the approved time clocks. Certified staff performing supplemental hourly duties will also be required to clock in and out using approved time clocks.

It will be each employee's responsibility to check their timecard on the Virtual TimeClock® for accuracy, and to report any problems to their supervisor. This includes checking for missed punches, incorrect job activity, documenting any overtime, and submitting any timecard adjustment requests.

Administration will determine the employee's work hours, approve weekly hours, the appropriate time clock to use, and the location of the employee's work station. Employees with remote work stations or the inability to use a standard time clock due to their job location will work with their supervisor to ensure their proper time is recorded.

CROSS REF: GBBE-1-R Time Clock Regulation and Time Clock Guidelines

Adopted: October 8, 2013

TIME CLOCK REGULATION

Each employee defined in this policy is required to have a record of hours worked. In departments using time clocks, the following regulations will apply:

1. Employees are required to clock in at their assigned start time and must clock out when they go off duty, both with password protection.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Unless permission to do otherwise is authorized by the employee's supervisor, no employee may clock in more than five (5) minutes prior to or after the start of their assigned shift. Employees may not clock out more than five (5) minutes prior to or following the end of their assigned shift.
4. Clocking in within the time-frame specified in Item three above will be calculated as an on-time report for duty.
5. Time recorded will be the work-time paid. Any adjustments to the recorded time must be requested in writing using the Timecard Adjustment Form and approved by the employee's supervisor.
6. If the employee is scheduled a lunch break and free from all duties, employee must clock in/out for their designated lunch break.
7. Employees should not clock out for designated break time and must stay on campus during break time unless approval has been granted by the supervisor.
8. Performing time clock operations on behalf of another employee is strictly forbidden.
9. Employees are required to review their time clock entries for possible errors at the end of each shift and report any needed adjustments on a Timecard Adjustment form to be presented to their supervisor and/or building administrator.

Violations of this policy may result in disciplinary actions, including oral or written warnings, suspension without pay and/or termination.

CROSS REFERENCE: Policy GBBE and Time Clock Guidelines

Adopted: October 8, 2013



Virtual TimeClock® How-Guide

Revised July 2016

1. Select your name from the list of Virtual TimeClock® users on the In/Out Board. Enter your user password. Contact the Central Office if you do not have a password, or have forgotten it.

Hit arrow icon to the right of the password field, or the Enter button on the keyboard.

2. Select the appropriate job activity from the list that comes up. Then, hit the green “Start” button, located in the bottom right corner of the User Status box.

Clock Back In - Buffalo Staffer

Start Time: 10:01 AM

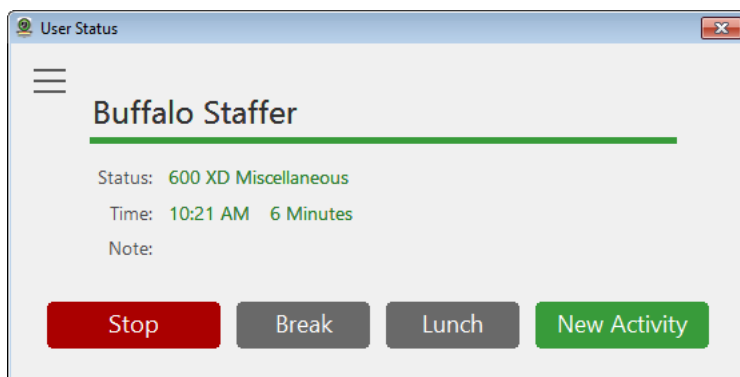
Activity:

- 000 Office Manager
- 100 Rec Sys Computer Lab
- 100 Rec Sys Wellness
- 200 Sub Bus Assistant
- 200 Sub Bus Driver
- 200 Trans Activity
- 200 Trans Bus Assistant
- 200 Trans Bus Driver
- 200 Trans Supervisor
- 200 Trans Training
- 200 Trans XD Cleaning
- 200 Trans XD Field Trip
- 200 Trans XD Layover
- 200 Trans XD Meeting
- 300 Lunchroom
- 300 Lunchroom Computer
- 300 Lunchroom XD
- 300 Sub Lunchroom
- 300 Sub Lunchroom Computer
- 400 Media HS
- 400 Media K-8
- 400 Paraeducator RS ES
- 400 Paraeducator RS HS
- 400 Paraeducator RS MS
- 400 Teacher's Aide
- 500 Custodian
- 500 Groundskeeper
- 500 Maintenance
- 500 Rec Sys Custodian
- 500 Rec Sys Maintenance



In/Out Board

User	Status	Date	Time
Munns, Cheryl	Out	Tue, Jul 19	8:04 I
Munns, Cheryl	Out	Mon, Jun 20	8:57 I
Munns, Cheryl	Out	Fri, Jun 3	12:09 I
Munns, Cheryl	Out	Fri, Jun 24	1:30 I
Munns, Cheryl	Out	Wed, Jun 22	2:26 I
Munns, Cheryl	Out	Wed, Jun 1	3:56 I
Munns, Cheryl	500 Custodian	Today	6:43 I
Munns, Cheryl	Out	Thu, May 26	3:14 I
Munns, Cheryl	200 Trans Supervisor	Today	5:42 I
Munns, Cheryl	Out	Fri, May 27	1:42 I
Rippetoe, Dorothy	Out	Fri, Jun 3	1:47 I
Rippetoe, Kay	Out	Wed, Jun 1	3:09 I
Sadlier, Dee	Out	Thu, Jun 16	12:02 I
✓ Salsbury, Tim	500 Maintenance	Today	6:46 I
Schear, Kayla	Out	Fri, May 13	1:56 I
Schell, Heidi	Out	Wed, Jun 8	9:53 I
Scofield, Tammy	Out	Thu, May 19	11:24 I
Sibelrud, Alyssa	Out	Yesterday	9:41 I
✓ Sidwell, Dana	500 Groundskeeper	Today	6:56 I
Sill, Joni	Out	Fri, Jun 3	12:13 I
✓ Smart, Lynn	500 Custodian	Today	6:47 I

3. You're clocked in! Look closely at the In/Out Board, and you'll see your name now has a checkmark to the left and is now colored green. You can also see what activity you've selected, the start time, and the elapsed time for that activity.
4. If you need to change your job activity during the day, you can hit the green button which now reads "New Activity." The system automatically clocks you out from your previous activity and clocks you in to the new activity.



5. Instead of clocking out entirely for lunch or a break, you are encouraged to use the "Break" and "Lunch" buttons. Instead of a checkmark to the left of your name, you'll see either a coffee cup icon when you use Break, and a sandwich/burger icon when you use Lunch.

	Staffer, Buffalo	Unpaid Break
	Staffer, Buffalo	Lunch

6. When you get back from the break or lunch, again select your name from the In/Out Board. Enter your password again. Hit the green button, which now reads "Return." Select the appropriate activity from the list.
7. To clock out, all you need to do is hit the red "Stop" button.

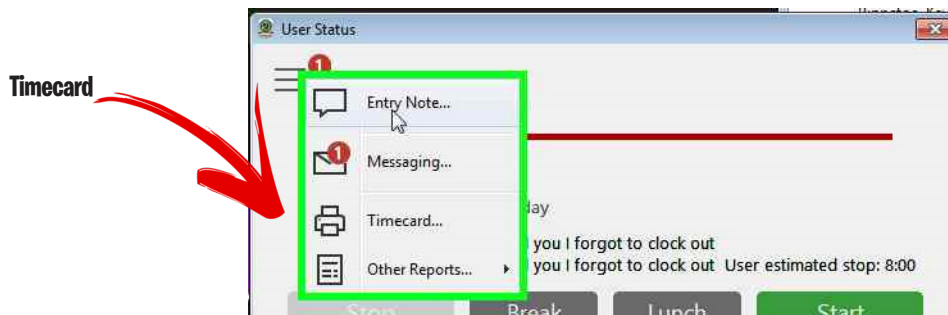
USER TOOLS MENU

The Note, Messaging and Timecard icons that you may be used to seeing at the top of your user status window have been moved to a User Tools menu. Access the menu by selecting the icon with the 3 bars, located at the top left of your User Status window.

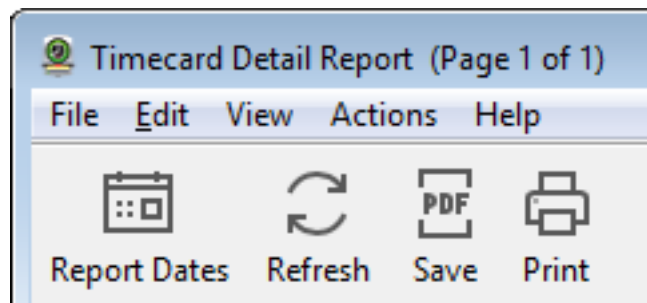


VIEWING HOURS WORKED

It is your responsibility to check your timecard for accuracy. In order to do that, select “Timecard” from the User Tools menu, located at the top left of your User Status window.



This generates your timecard report for the current pay period as determined by the payroll department. You can save this report as a PDF for your own records, or print the report if the time clock station has that capability. Select the appropriate icon from the top left of the timecard window.

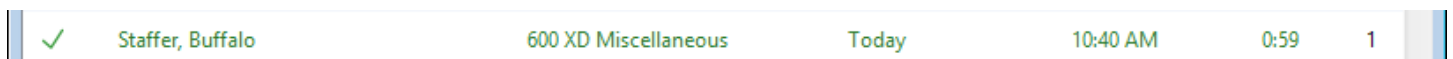
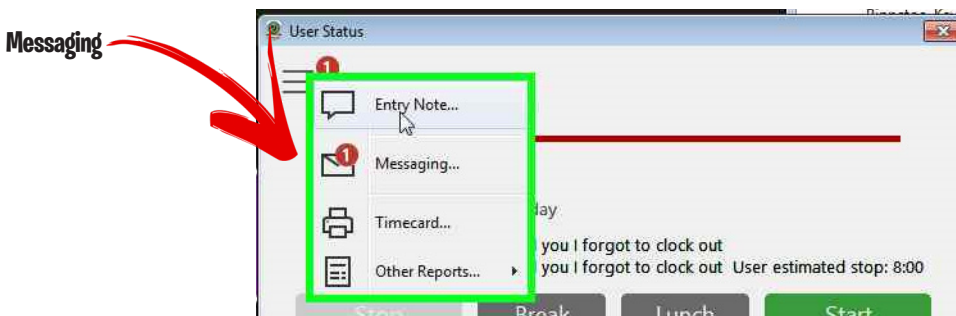


You may need to change the report dates. This could happen at the beginning of a new pay period when the payroll department has not closed the current period, or if you want to see your timecard for last month, or even last year. "Last Period" appears as an default option, but it doesn't work correctly because our pay periods have custom ranges.

VIRTUAL TIMECLOCK® MESSAGING

Virtual TimeClock® also has a mini-email feature which you can access by selecting "Messaging" from the User Tools menu. The Central Office or your supervisor may use this feature to contact you regarding missed or inaccurate timecard entries.

Messaging does not keep a copy of sent messages, so send a copy to yourself, too, if it's really important.

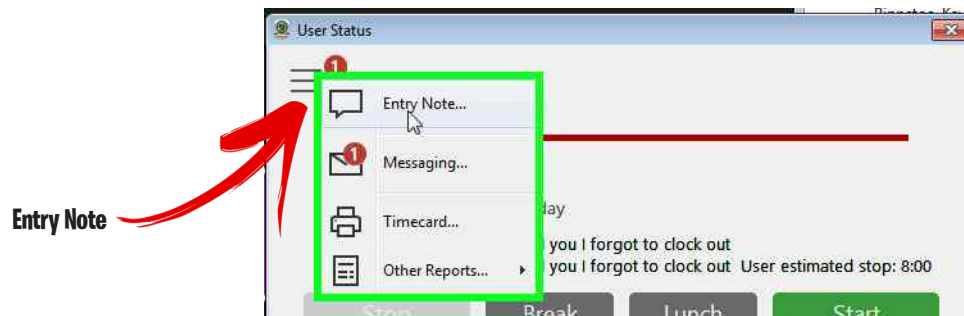


Virtual TimeClock® notifies you in 2 ways that you have received a message:

- On the In/Board, see that little number 1 to the far right side of the In/Out Board? That lets you know how many unread messages you have.
- Notice the red circle on the User Tools icon, and again on Messaging icon; the number inside that red circle tells you how many unread messages you have.

Just hit the "Messaging" icon to read your message, or to send a message to another time clock user.

VIRTUAL TIMECLOCK® NOTE



Virtual TimeClock®'s Entry Note feature enables you to include a note about your day's activity. This is helpful when you want to let the District Office know that your supervisor has requested you work more than your scheduled hours, or when you may have changed activities mid-day and been unable to reach the time clock. Substitutes may use this feature to let the District Office know who they're subbing for. Virtual TimeClock® records only one note per day, and you must be clocked in to leave a note.

FORGOT TO CLOCK OUT?

Virtual TimeClock® 16 recognizes when a user has remained on the clock for more than 12 hours. Your name is now shown in red on the In/Out Board:



In this situation, when you attempt to clock in, you'll see:



Before you're allowed to clock in for the new day, you must enter your estimated stop time from the previous day. Hit that Stop button and you'll be returned to the In/Out Board.

Optional: Leave an Entry Note or send a Message to explain why you were on the clock so long.

Required: Fill out and sign a Timecard Adjustment Form (located at the end of this guide and from building office managers). Your supervisor must approve the change to your timecard before the Timeclock Administrator is allowed to actually make the adjustment.

When you view your timecard, you'll notice that these entries remain colored in red with "Error" listed for the time. This changes to black when the Timeclock Administrator makes the change, but the entry note is retained.

APPROVING YOUR TIMECARD

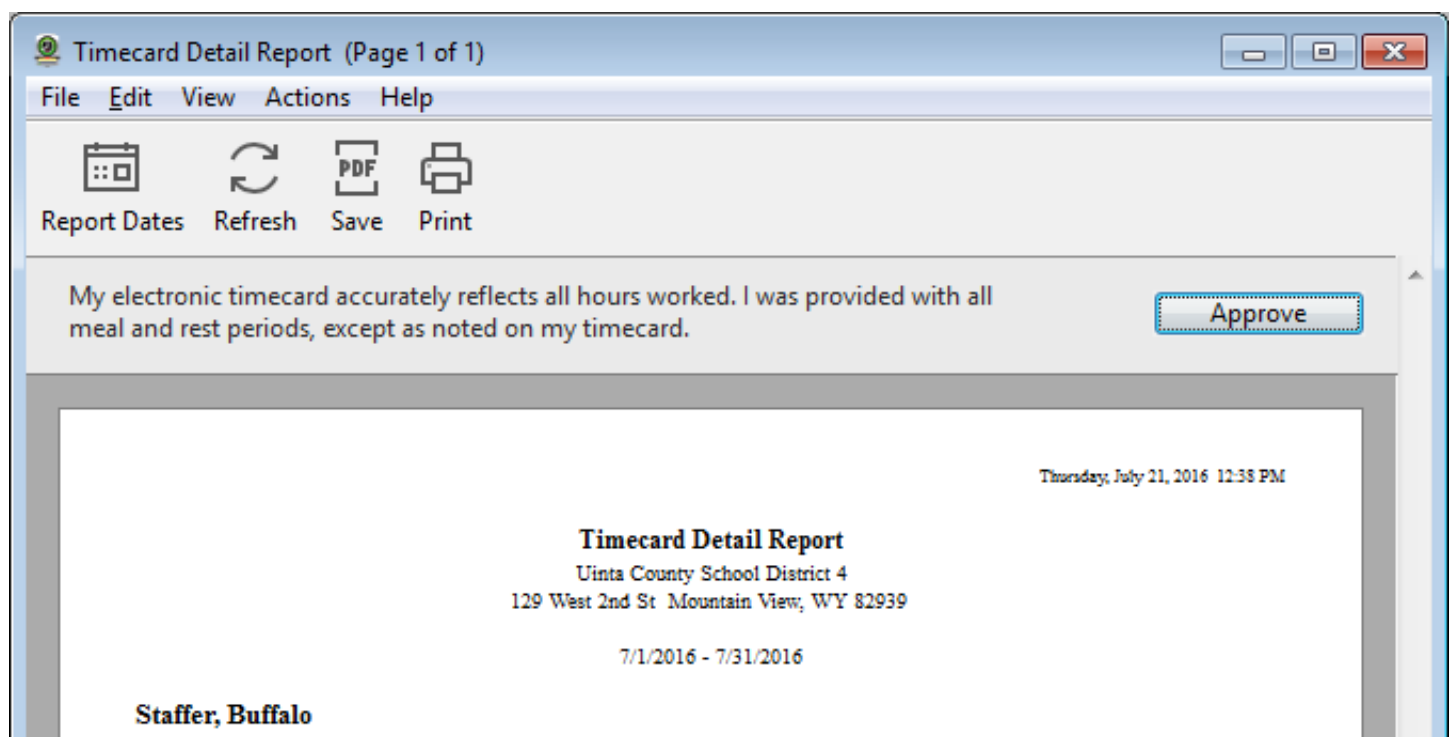
It's a simple, electronic task that the District's hourly employees — that's you — perform around the first or second day of each month in order to complete your responsibility during the payroll process.

If you're a substitute employee, that timing may not be convenient for you. Therefore, we recommend that you approve your timecard after each time you work. Simply make it an extra step in your clock-out process.

If you need to, see the previous instructions on how to view your timecard.

You'll see the Timecard Detail Report, as well as the approval message and Approve button. Please review your timecard and click that Approve button.

Click out of the timecard window ("X" at the top right of the window) to return to your user status window. It's that simple!



The screenshot shows a web browser window titled "Timecard Detail Report (Page 1 of 1)". The window has a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar is a toolbar with four icons: a calendar for "Report Dates", a circular arrow for "Refresh", a PDF icon for "Save", and a printer icon for "Print". The main content area has a light gray background. At the top, there is a message: "My electronic timecard accurately reflects all hours worked. I was provided with all meal and rest periods, except as noted on my timecard." To the right of this message is a button labeled "Approve". Below the message, there is a white rectangular area containing the following text: "Timecard Detail Report", "Uinta County School District 4", "129 West 2nd St Mountain View, WY 82939", "7/1/2016 - 7/31/2016", and "Staffer, Buffalo". The date and time "Thursday, July 21, 2016 12:38 PM" are displayed in the top right corner of the white area.

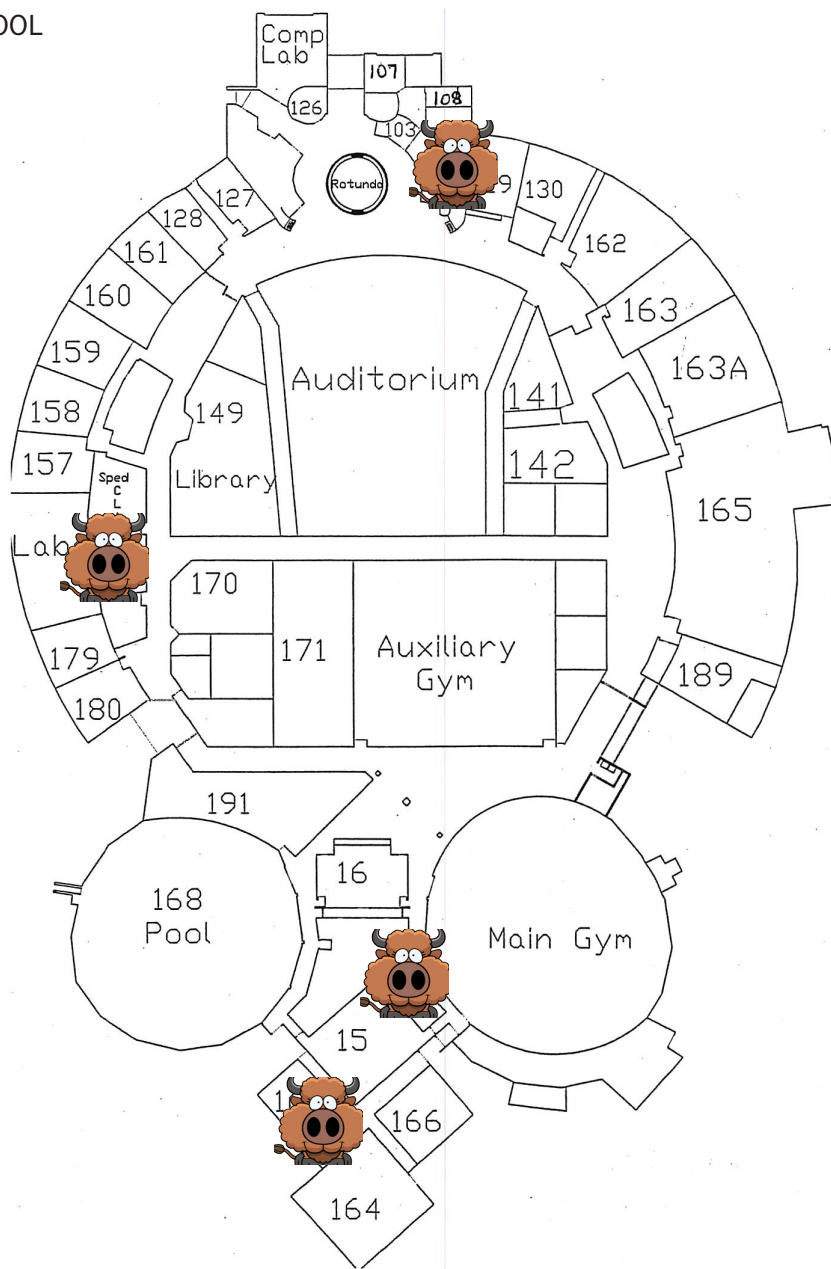
Note: Your approval goes away if you work again during the pay period, or if we've made a timecard adjustment for any reason. For subs, it's a good idea to approve your timecard each time you work; otherwise, you'll have to make a special trip to school to approve your timecard at the end of the pay period.

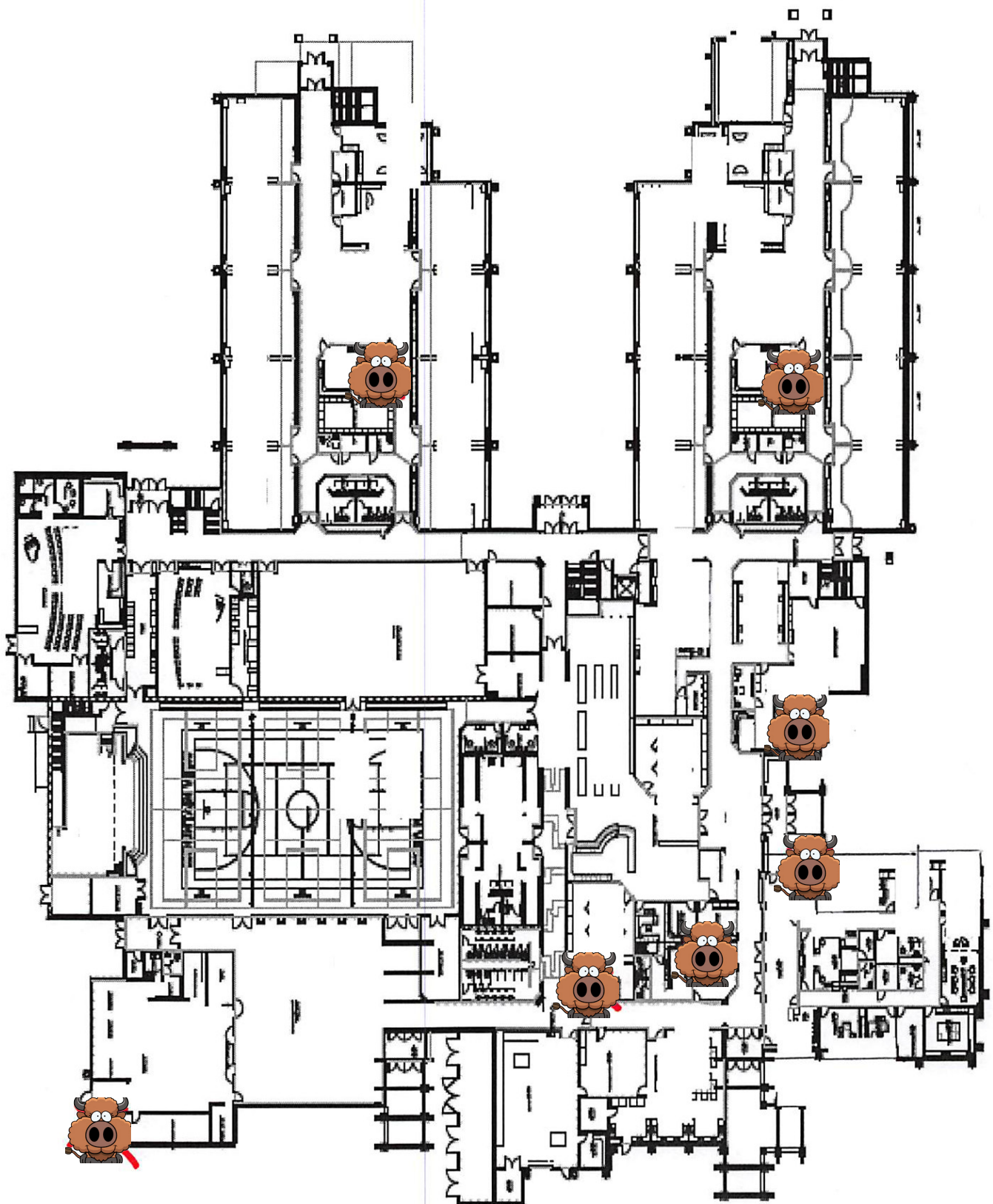
For various reasons, timecard adjustment forms may not always reach the Timeclock Administrator in a timely manner. If you notice something that requires a timecard adjustment, please sure to get that paper trail started with your supervisor and approve your timecard anyway. Then, use the Messaging feature (to Brian Welper or Amy Ferrin) to detail the adjustment, which alerts us to the fact that you have submitted an adjustment form, and approve your timecard with the coming adjustment(s).

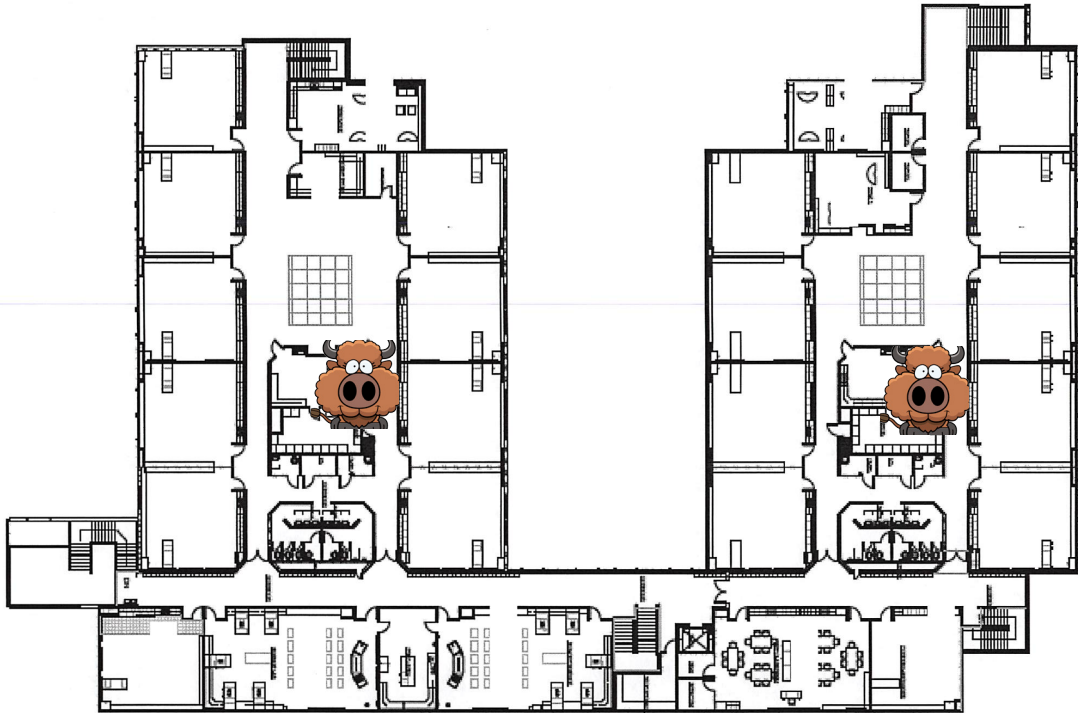
TIME CLOCK STATIONS

Approximately 15 time clock stations can be found at various locations in the district, indicated on the following building floorplans by the buffalo graphic.

HIGH SCHOOL







TIME CLOCK ACTIVITIES

Contact the Central Office if you aren't sure which activity to use, or if you think you need one that's not listed.

Notice that substitutes for lunchroom activities are listed in the 300 area, substitute custodians and substitute maintenance workers are listed in the 500 area; all other substitutes are listed in the 900 area.

New for 2016 is the need to identify paraeducators, media aides and substitute teachers by school. The school identifier appears at the end of the activity name. Please be careful to ensure you select the correct one!

ADMINISTRATION
000 Office Manager
REC BOARD
100 Rec Sys Computer Lab
100 Rec Sys Wellness
TRANSPORTATION
200 Sub Bus Assistant
200 Sub Bus Driver
200 Trans Activity
200 Trans Bus Assistant
200 Trans Bus Driver
200 Trans Supervisor
200 Trans Training
200 Trans XD Cleaning
200 Trans XD Field Trip
200 Trans XD Layover
200 Trans XD Meeting
FOOD SERVICES
300 Lunchroom
300 Lunchroom Computer
300 Lunchroom XD
300 Sub Lunchroom
300 Sub Lunchroom Computer
PARAEDUCATORS/AIDES
400 Media HS
400 Media K-8
400 Paraeducator RS ES
400 Paraeducator RS HS
400 Paraeducator RS MS
400 Teacher's Aide
MAINTENANCE
500 Custodian
500 Groundskeeper
500 Maintenance
500 Rec Sys Custodian
500 Rec Sys Maintenance
500 Sub Custodian
500 Sub Maintenance
500 XD Custodian Community
500 XD Custodian District
EXTRA DUTY
600 ESY Paraeducator
600 Summer School
600 Supervisor Request
600 XD Miscellaneous
600 XD Music
600 XD Safe Haven
600 XD Swimming
600 XD Technology
SUBSTITUTES
<i>Food Svcs & Maint subs are above</i>
900 Sub Media HS
900 Sub Media K-8
900 Sub Nurse
900 Sub Office Manager
900 Sub Paraeducator RS ES
900 Sub Paraeducator RS HS
900 Sub Paraeducator RS MS
900 Sub Teacher ES
900 Sub Teacher HS
900 Sub Teacher MS
900 Sub Teacher's Aide



UINTA COUNTY SCHOOL DISTRICT NO. FOUR

TIMECARD ADJUSTMENT FORM

Please note: Incomplete forms will be returned to employee

Corrections resulting from a Timecard Adjustment form will be made on the next available payroll run after the form has been received by the Payroll Department.

Employee's name: _____

Reason for correction *(select one)*:

☐ Forgot to clock in / out

☐ Virtual TimeClock® was not working

☐ Selected incorrect job activity

☐ Other: _____

Please adjust my time card to read:

Date to be changed _____

Job Activity _____

Clock In time _____ AM / PM *(circle one)*

Clock Out time _____ AM / PM *(circle one)*

Date

Employee Signature

Date

Supervisor Signature

Date

Administrator Signature