# Making Timekeeping Systems Work for You

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# Extra Pay

- Some employees are paid an hourly rate of pay for additional duties.  Electronic timekeeping systems can be used to track hours worked for these additional duties.  The hours worked for each job type can be uploaded to the payroll system for calculation of pay due to employees:
  - Tutors
  - Homebound teachers
  - After school programs
  - Summer school

Reports can be generated to send to directors responsible for these programs

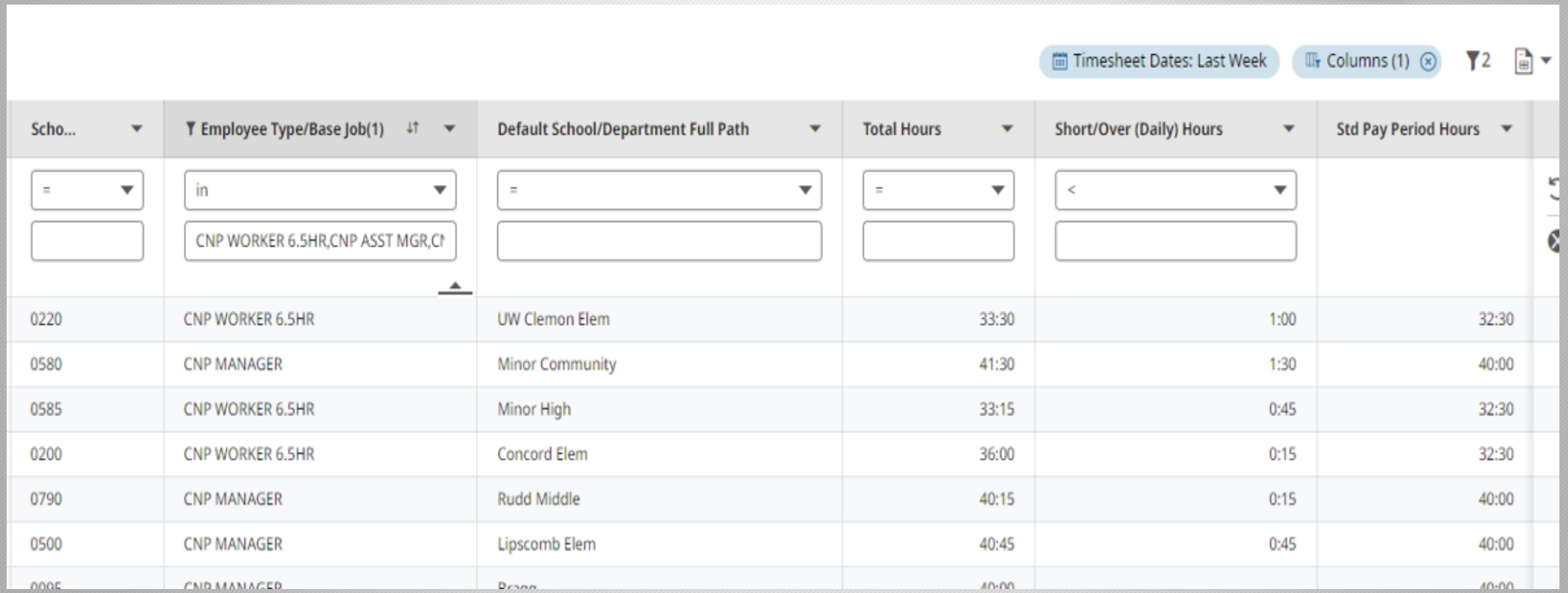
# Extra Pay

| Calc. Hours | Calc. Work Hours | Calc. ... | Shor... | CEZ... | Extra Dutie... | Timesheet... | Timeshee |
|---|---|---|---|---|---|---|---|
| = | = | = | = | > | = | = | = |
| | | | | .01 | | | |
| 36:00 | 29:30 | 6:30 | 0:15 | 3:15 | - | 09/01/2024 | 09/07/202 |
| 48:45 | 32:45 | 16:00 | - | 8:45 | - | 09/01/2024 | 09/07/202 |
| 38:15 | 31:45 | 6:30 | 0:30 | 5:15 | - | 09/01/2024 | 09/07/202 |
| 57:00 | 49:00 | 8:00 | 8:30 | 5:00 | 3:30 | 09/01/2024 | 09/07/202 |
| 38:30 | 30:30 | 8:00 | -8:30 | 7:00 | - | 09/01/2024 | 09/07/202 |
| 45:00 | 38:30 | 6:30 | - | 12:30 | - | 09/01/2024 | 09/07/202 |
| 45:30 | 39:00 | 6:30 | 1:00 | 12:00 | - | 09/01/2024 | 09/07/202 |
| 50:30 | 43:00 | 7:30 | - | 13:00 | - | 09/01/2024 | 09/07/202 |
| 47:30 | 40:00 | 7:30 | -0:15 | 10:15 | - | 09/01/2024 | 09/07/202 |
| 43:15 | 36:30 | 6:45 | - | 10:45 | - | 09/01/2024 | 09/07/202 |

# Overtime Reports

- Electronic time systems can help managers/supervisors monitor overtime worked by their employees. Time management system can assist managers with “catching” issues early so the problem can be dealt with immediately. Setting up automated reports allows managers to see at a glance what employees have worked overtime for the previous period.
- Automated reports also allows managers to view comp time balances.

# Overtime/Comp Time Report



# Comp Time Balance Report

| First Name | Employee Type/Base Job(1) | Time Off | Balance |
|---|---|---|---|
| starts with | = | starts with | > |
| | | comp time | 0 |
| SHANNON | ADMIN ASST 9 MO | Comp Time | 2.92 |
| DARLENE | ADMIN ASST 10 MO | Comp Time | 12.55 |
| JENNIFER | OFFICE COORDINATOR | Comp Time | 1.43 |
| GEORGE | HEAD CUSTODIAN | Comp Time | 0.14 |
| JEFFERY | TRANSPORTATION | Comp Time | 0.48 |
| LESLIE | OFFICE COORDINATOR | Comp Time | 0.07 |
| CRYSTAL | OFFICE COORDINATOR | Comp Time | 1.13 |
| LYNNE | SECRETARY 12MO | Comp Time | 1.95 |

# Monitoring of Time

- Timesheets should be reviewed by Finance or HR regularly.
  - Erratic work habits
    - Too many/consistent bad time habits
    - Missed entries
    - Leave issues
    - Lots of overtime

Having an electronic time system allows us to review the information more efficiently.

# Exception Report Example

| First Name | Time Entry Date | Request Type | New Value | Requested On Date | Request Comment |
|---|---|---|---|---|---|
| starts with | = | starts with | = | = | = |
| | | Add Punch | | | |
| GREGORY | 09/11/2024 | Add Punch In | 07:30a; | 09/11/2024 08:33a | Please add punch. Thanks! |
| LISA | 09/09/2024 | Add Punch In | 09:04a; | 09/09/2024 04:06p | In a hurry, forgot to clock in |
| LISA | 09/09/2024 | Add Punch In | 08:04a; | 09/09/2024 10:52a | in a hurry and forgot |
| LARI | 09/09/2024 | Add Punch In | 08:00a; | 09/09/2024 11:55a | Missed punch |
| LARI | 09/10/2024 | Add Punch In | 08:00a; | 09/10/2024 12:41p | missed punch |
| SHELBY | 09/10/2024 | Add Punch In | 12:00p; | 09/11/2024 07:08a | forgot to clock in |
| ALICIA | 09/10/2024 | Add Punch In | 07:50a; | 09/10/2024 08:10a | I was running late and went straight into the gym. |
| MELISSA | 09/10/2024 | Add Punch Out | 03:20p | 09/11/2024 11:59a | Forgot to clock out |
| SARA | 09/11/2024 | Add Punch In | 07:30a; | 09/11/2024 10:59a | First Priority |
| JOHN | 09/10/2024 | Add Punch Out | 03:00p | 09/11/2024 02:46p | out |
| AMY | 09/10/2024 | Add Punch In | 07:45a; | 09/11/2024 08:17a | Different day due to PVHS Feeder Pattern Meeting in the evening. |
| SYDNEY | 09/11/2024 | Add Punch In | 07:40a; | 09/11/2024 11:09a | forgot to clock in |
| AMBER | 09/09/2024 | Add Punch In | 07:45a; | 09/11/2024 01:27p | forgot to clock in. |
| CHARLES | 09/09/2024 | Add Punch In | 06:30a; | 09/11/2024 07:46a | Forget |
| CHARLES | 09/10/2024 | Add Punch In | 06:30a; | 09/11/2024 07:45a | forgot |
| MELODEE | 09/10/2024 | Add Punch In | 01:12p; | 09/11/2024 08:24a | missed punch in from lunch |
| JOCELYN | 09/10/2024 | Add Punch In | 07:05a; | 09/11/2024 03:44p | I forgot to punch in b/c I had an early meeting with a parent. |
| STEPHANIE | 09/09/2024 | Add Punch Out | 03:40p | 09/09/2024 04:48p | clock down |
| STEPHANIE | 09/09/2024 | Add Punch In | 06:38a; | 09/09/2024 04:47p | clock don |
| STEPHANIE | 09/10/2024 | Add Punch In | 06:35a; | 09/10/2024 06:42a | clock down |

# Monitoring of Time

- Use of an electronic time system allows the supervisor to review and monitor an employee's time on a real-time basis.

- Timesheets should be reviewed and approved by the employee's supervisor weekly.

  - Use schedule. Are people where they are supposed to be?
  - Lunch being taken?
  - Everyone signed/clocked in?
  - Leave Issues?

# Centralized Monitoring of Time

- We have cameras on or near each time clock. This allows us to audit a timecard and determine if one employee is clocking in for another employee.
  - Example:
    - A lunchroom manager runs late to work and asks one of her lunchroom workers to clock in for her. She gives her number to the employee and the employee clocks her in.
- The electronic time system provides greater evidence to prove time fraud and keep employees honest.

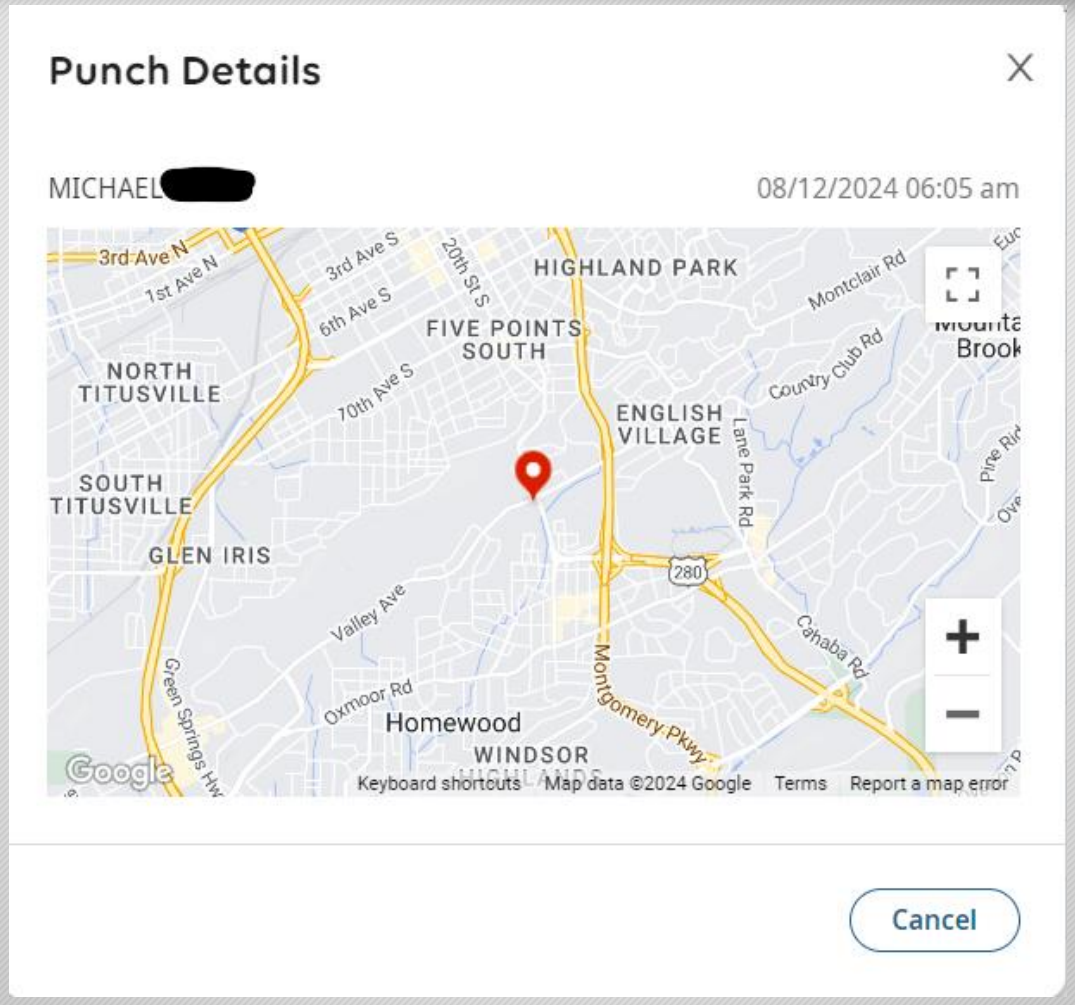
# Time that Begins/Ends Off-Site

- We have employees that either begin or end their day at a location other than a school site such as:
  - Maintenance Workers
  - Bus Mechanics
  - Homebound Teachers
  - Bus Drivers
- We have relied on self-reporting in the past. They now must use an electronic device that will give us the time and location of their time in/out punch.

# Example of Report Location of Mobile Punch

| First Name | Punch Time | Punch Badge Id | Source Type | | Device Id | Terminal | User IP |
|---|---|---|---|---|---|---|---|
| starts with | = | = | = | | = | = | = |
| micha | | | | | | | |
| MICHAEL | 08/12/2024 06:05a | | NEW_UI_MOBILE_APP | | | | 216.109.50.173 |
| MICHAEL | 08/12/2024 12:26p | | NEW_UI_MOBILE_APP | | | | 107.115.112.25 |
| MICHAEL | 08/12/2024 01:02p | | NEW_UI_MOBILE_APP | | | | 216.109.50.178 |
| MICHAEL | 08/12/2024 03:49p | | NEW_UI_MOBILE_APP | | | | 107.115.112.25 |
| MICHAEL | 08/13/2024 05:59a | | NEW_UI_MOBILE_APP | | | | 216.109.50.177 |
| MICHAEL | 08/13/2024 11:13a | | NEW_UI_MOBILE_APP | | | | 107.115.112.25 |
| MICHAEL | 08/13/2024 11:49a | | NEW_UI_MOBILE_APP | | | | 107.115.112.25 |
| MICHAEL | 08/13/2024 04:53p | | NEW_UI_MOBILE_APP | | | | 107.115.112.25 |
| MICHAEL | 08/14/2024 07:27a | 17694 | IN_TOUCH_DX | | 00J2108665 | Burkett Gym-DX | 0.0.0.0 |
| MICHAEL | 08/14/2024 04:52p | | NEW_UI_MOBILE_APP | | | | 45.18.44.223 |
| MICHAEL | 08/15/2024 06:02a | | NEW_UI_MOBILE_APP | | | | 216.109.50.184 |
| MICHAEL | 08/15/2024 03:26p | | NEW_UI_MOBILE_APP | | | | 107.115.108.23 |
| MICHAEL | 08/16/2024 06:09a | | NEW_UI_MOBILE_APP | | | | 216.109.50.172 |
| MICHAEL | 08/16/2024 11:55a | | NEW_UI_MOBILE_APP | | | | 107.115.108.23 |
| MICHAEL | 08/16/2024 01:04p | 17694 | IN_TOUCH_DX | | 00J2110436 | COB-Downstairs-DX | 0.0.0.0 |

# Map Example


Punch Details
MICHAEL[redacted]
08/12/2024 06:05 am
3rd Ave N
1st Ave N
3rd Ave S
6th Ave S
20th St S
HIGHLAND PARK
FIVE POINTS SOUTH
Montclair Rd
Country Club Rd
NORTH TITUSVILLE
70th Ave S
ENGLISH VILLAGE
Lane Park Rd
SOUTH TITUSVILLE
GLEN IRIS
280
Valley Ave
Cahaba Rd
Green Springs Hwy
Oxmoor Rd
Homewood
Montgomery Pkwy
WINDSOR
Google
Keyboard shortcuts
Map data ©2024 Google
Terms
Report a map error
Cancel

# Review and Monitoring

- Electronic time keeping allows not only Payroll/HR to review and monitor time records more effectively but also the supervisor/director of the employee.
  - Human Resources/Supervisors – can look at trends for absenteeism on routine basis. Determine if there is a pattern for absences, tardiness, or early departures. Can quickly address the problem with disciplinary action if warranted.
  - Monitor punch location – Can look at where an employee is punching in and out each day.

# Example of Punch Origin

| First Name | Punch Time | Punch Badge Id | Source Type | Device Id | Terminal |
|---|---|---|---|---|---|
| starts with | = | = | = | = | is not null |
| micha | | | | | |
| MICHAEL | 08/14/2024 07:27a | 17694 | IN_TOUCH_DX | 00J2108665 | Burkett Gym-DX |
| MICHAEL | 08/16/2024 01:04p | 17694 | IN_TOUCH_DX | 00J2110436 | COB-Downstairs-DX |
| MICHAEL | 08/20/2024 03:33p | 17694 | IN_TOUCH_DX | 00J2047580 | COB-Payroll-DX |
| MICHAEL | 08/26/2024 12:37p | 17694 | IN_TOUCH_DX | 00J2110436 | COB-Downstairs-DX |
| MICHAEL | 08/27/2024 03:34p | 17694 | IN_TOUCH_DX | 00J2047580 | COB-Payroll-DX |
| MICHAEL | 08/28/2024 03:30p | 17694 | IN_TOUCH_DX | 00J2047580 | COB-Payroll-DX |
| MICHAEL | 09/03/2024 03:30p | 17694 | IN_TOUCH_DX | 00J2047580 | COB-Payroll-DX |
| MICHAEL | 09/06/2024 04:32p | 17694 | IN_TOUCH_DX | 00J2047580 | COB-Payroll-DX |
| MICHAEL | 09/09/2024 06:10a | 17694 | IN_TOUCH_DX | 00J2047580 | COB-Payroll-DX |
| MICHAEL | 09/10/2024 03:28p | 17694 | IN_TOUCH_DX | 00J2047580 | COB-Payroll-DX |

# Electronic Time System

- An electronic time system will not take the place of good management of monitoring employees' time but will give us useful tools to be able to accomplish the monitoring process more efficiently.

# Questions?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