



CLEAR CREEK INDEPENDENT SCHOOL DISTRICT

KRONOS Electronic Timekeeping Guidelines

Overview

The District has implemented the KRONOS electronic timekeeping system in order to automate the timekeeping process and to stay in accordance with the Fair Labor Standard Act (FLSA). This system, which has replaced handwritten timesheets, will be used by all non-exempt employees of the District.

Official Time

In order to ensure consistency of treatment for employees, the data recorded in the KRONOS system shall be considered as the official record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official KRONOS records.

Absences (e.g. personal, sick days) will be entered by the campus Timekeeper Manager.

Methods for Reporting Time

The terms “clock in”, “punch in” and “swipe in” or out all have the same meaning. They refer to the action whereby an employee slides his/her ID badge through the slot on a time clock which reads the employee’s badge number and transmits this information to the KRONOS timekeeping database. Employees may also use the time stamp method by accessing the KRONOS website <http://tlc-kronos02/wfc/logon>.

Your user name is the first initial of your first name and your entire last name. Please verify your username with your Campus Timekeeper Manager to see if your user name follows this convention. If this is the first time you are accessing the system, you will be prompted to change your password. Please write your password down and retain it. Your password cannot be looked up. If you forget your password, please see your Timekeeper Manager in order to have it reset.

Instructions on how to log in for the first time can be found on the district’s website under the Employment tab and then the Kronos tab.

The **My Timecard** page can also be used at anytime to check your timesheet for the current pay period as well as previous pay periods. It is your responsibility to monitor your timecard on a daily basis and advise your Campus Timekeeper Manager of any missed punches or discrepancies. If you have a missed punch or discrepancy, please complete the KRONOS Authorization form as soon as possible and turn this in to your Timekeeper Manager **within 3 days**.

Daily Clock-in/Clock-out

It is a job requirement that ALL non-exempt employees MUST “clock-in” in the morning, and “clock-out” at the end of the work day at their assigned work site, unless authorized by a supervisor.

Other requirements include:

- Employees should not clock in earlier than 7 minutes before their scheduled starting times (unless the employee has Supervisor approval for early arrival).
- Employees clocking in 7 minutes or later after their scheduled starting time will be recorded tardy (unless Supervisor has approved late arrival).
- 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 either “make-up” that time during the same work week or the time not worked will be docked from their pay.
- Employees clocking out 7 or more minutes before their scheduled ending time shall be recorded as leaving early.
- Each employee shall clock in and out for lunch breaks. Lunch period should be a minimum of 30 minutes. CCISD is not set up on automatic lunch deductions.
- All non-exempt employees leaving campus site for any personal reason during the day must clock out when leaving campus, and clock in when returning to campus.

Failure To Clock In/Out

No more than two times a week or a pattern of failing to clock in and out correctly on a regular basis could result in disciplinary action up to and including termination.

Rounding Rule

The KRONOS timekeeping system works on a 7 minute rounding rule. An employee’s daily total is rounded to the nearest 15 minute interval.

Falsification or Tampering

- Working prior to clocking in or working after clocking out without the proper approvals will be considered a serious offense, subject to disciplinary action up to and including termination. Employee’s supervisor would change the time sheet to reflect the hours worked away from an employee’s work-station. (Example: Working at Home)
- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.

- Punching in for an absent employee (a.k.a. “buddy punching”) will also be considered a serious offense, with both employees subject to disciplinary action up to and including termination.
- No employee should be in possession of another employee’s badge at any time.
- Anyone interfacing with other employees’ use of time clocks shall be subject to disciplinary action.

To tamper with KRONOS equipment, interfere with use of the clocks, or punch in for someone else will be considered a serious offense. Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination.

In the event that an employee fails to clock in or out at any time during a workday, they must complete a KRONOS AUTHORIZATION FORM, have it signed by their administrator and submitted to their campus Timekeeper Manager (principal’s secretary) **within 3 days** in order to have their time card corrected/edited. Excessive failure to clock in/out may result in disciplinary action up to and including termination.

A campus Timekeeper Manager may not edit an employee’s time card at any time without a KRONOS Authorization form, signed by their supervisor. This offense can result in disciplinary action up to and including termination.

Lost or Missing Identification Badge

- Employees are required to wear their badges at all times while on duty. Any lost badges must be immediately reported to the responsible supervisor or designee, who will report the loss to the Safe and Secure Schools Department and obtain a new badge as soon as possible.
- All badges should be cared for and maintained in such a manner as to ensure proper function, as well as appearance. These cards have a slot punched to attach a clip or lanyard and not other holes, large or small, can be made in these cards or it will damage the keyless entry technology embedded within the card. Do not leave the badge in the sun or allow it to be demagnetized.
- If an employee forgets their badge or it is lost they may clock in/out using their Social Security number by pressing the asterisk button on the time clock’s key pad and then entering their social security number (no dashes or slashes) and then pressing ENTER.
- Excessive forgetting or loss of badge may be cause for disciplinary action.

Damaged Identification Badge

If an identification badge is lost, stolen, mutilated or mistreated to the point that it no longer functions properly, then a replacement fee will be assessed. The fee is as follows:

- A. Keyless entry capable type \$8.00
- B. Non-keyless standard type \$2.00

If any badge requires replacement for the following reasons, then a replacement fee will not be assessed:

- A. Normal wear and tear that would be associated with the duties of the employee
- B. Total failure on the part of the badge to function with the KRONOS time clocks.
- C. Employment change within the district or name change that would require a different ID badge.
- D. In all of the above situations, the old badge must be surrendered upon request for a replacement badge or a replacement fee will be assessed.

Excessive damaged badges may result in disciplinary action.

Time Clock Problems

If any employee is unable to punch in or out due to a time clock malfunction, it is the employees responsibility to report it to their campus KRONOS Timekeeper Manager (Principal's secretary). In this situation the Timekeeper Manager will manually clock the employee in or out. The secretary will notify the KRONOS Specialist of any time clock problems.

Types of Pay

Regular

- The normal workday for full-time employees is 7.5 hours/day, 37.5 hours/week (with the exception of some Technology and ESC employees, working 8 hours/day and 40 hours/week and Part-time employees.
- Hourly employees will be paid for actual hours worked and will receive lunch breaks.

Starting and ending times are as specified in each employee's normal schedule, assigned by the supervisor.

Supplemental Pay and Overtime Pay

There is a difference between Supplemental Pay and Overtime Pay. Most non-exempt employees work a 37.5 hour workweek. Overtime is only calculated when an employee works more than 40 hours in a work week. If an employee works 37.5 hours and additional time up to 40 hours but not more than 40 hours, they are compensated at their base hourly rate of pay (daily rate divided by number of hours scheduled to work per day, 7.5).

Example: Employees hourly rate is \$15.00
Employee works 37.5 hours
 $\$15.00 \times 37.5 = \562.00

Employee works 38.75 hours
 $\$15.00 \times 38.75 = \581.00

The 2.5 hours between 37.5 and 40 will always be paid at straight time. Overtime pay does not apply until after the employee has actually worked over 40 hours/week. Note: This only applies to the total hours accumulated at the end of the week. If by the end of the week, the accumulated time for the week is over 40 hours, Overtime pay would be earned.

Overtime pay is paid at 1.5 times the employee's base hourly rate after 40 hours worked.

If an employee has taken a Sick Day, Personal Day, or District Holiday, the day is not considered as an actual time worked and overtime will not apply if the end of week total exceeds 40 hours. The employee will be paid for all hours worked and recorded and will receive straight time only.

Note: Since Overtime or extra hours are calculated when recorded work hours exceed 40, employees should not clock in early or out late without supervisory approval.

Flex Time

With approval, full-time employees may be permitted on a limited basis to extend their working hours slightly on one or more days during a **given workweek**. This extra time would offset one or more short workdays within that same week.

For example, an employee might be permitted to work additional time on two days in order to leave 1 hour early on another day in the same week. An employee is not permitted to carry flex time over in to the next week.

It is the employee's responsibility to check their time cards to ensure they will not be short at the end of the week, resulting in docked pay.

Flex time is to be used with discretion and requires approval in advance.

Docked Pay

If an employee's accumulated total in a workweek does not meet their expected amount, the employee will be docked for the amount of time not worked, however, the amount must not exceed 2 hours. If the employee is more than 2 hours short, they will be required to use a ½ day of Personal Leave time.

Docking amounts are calculated on the employee's base hourly rate.

If non-exempt employees have used up all of their sick days, personal days, etc., their pay shall be docked for the time missed, based on their hourly pay rate.

Absences

All absences (scheduled or unscheduled) must be documented on a KRONOS Authorization Form, Absence from Duty form, Discretionary Leave Request, or Non-Duty Form (Non-Duty days are for 230 day employees only). Copies of all approved forms must be sent to the Payroll Department immediately.

Scheduled Absences

The following types of absences are to be scheduled and approved in advance:

Type of Absence	Minimum Advance Notice Required
Vacation	As many days in advance as are requested off
Jury Duty	1 week
"Non-emergency" Personal Business	5 days
Official School Business	As soon as trip is confirmed
Requested Absence without pay	1 week unless extenuating circumstances
Scheduled doctor appt., family or personal absence	3 days in advance or as soon as appointment/absence date(s) are known

Unscheduled Absences

Some absences cannot be scheduled in advance, such as:

- Employee and Family Illness
- Emergency Personal Business
- Bereavement

It is the responsibility of all full-time and part-time employees to call in and notify their supervisor if the employee will not be coming in to work as scheduled. As soon as an employee returns from an unscheduled absence, he/she shall fill out the required Absence form or KRONOS Authorization form, have it approved and forward it to the Payroll Department.

Note to campus employees: Absences entered through AESOP do not transfer over to KRONOS. It is the responsibility of the employee to notify the campus Timekeeper Manager if their absence is not recorded in AESOP and Kronos.

Campus Timekeeper Managers will be responsible for entering all absences into Kronos and ensuring they match with AESOP.

Partial Day Absences

For half-day or partial day absences, such as leaving during the day due to illness, the employee will be credited or debited for the actual hours worked that day. For example, if an employee worked 5 hours and then went home sick (taking ½, Sick day), the employee would be credited with an extra hour and 15 minutes of time and be paid for this at straight time. Conversely, if only 3 hours were worked before taking a ½ Sick day, which would give the employee 6.75 hours, the employee would have to use a whole Sick day, make up the time within that workweek, or be docked the time they are short.

Paydays and Timesheets

All employees are paid semi-monthly (twice per month) according to the published district payroll schedule.

It is now required by the district that all employees have their pay directly deposited into their bank accounts. Employees will continue to receive pay stubs (statements) of their wages when paid.

Each non-exempt employee is responsible for clocking in and out according to the timekeeping rules. The timesheets are based on the KRONOS time clock records, and it is the responsibility of each employee to review and approve his/her timesheet to signify agreement with the data recorded by KRONOS.

Any disagreements with the official time clock data shall be reviewed with the employee's immediate supervisor.

Contracted Calendar Days

Each CCISD employee is scheduled to work contracted calendar days, such as 230, 220, 210, 197, 193, 192, 187, 183, etc. They are informed of their beginning and ending dates for their calendar year when hired and this information will be on their paperwork. Non-exempt employees are not to begin work before their contracted start date or work beyond their contracted ending date nor should they alter their calendar days such as exchange days with the intent of working during their scheduled "non-calendar off days." Now that the district uses an electronic timekeeping system, calendar days can no longer be altered. If a non-exempt employee wishes to take time off during their scheduled calendar days, they must use appropriate Leave time (Personal, Non-Duty, etc.)

ACKNOWLEDGEMENT OF UNDERSTANDING

Please return this completed page to your campus Timekeeper Manager (Super User) within five days of receipt.

This is to verify that I have received a copy of the CCISD Kronos Timekeeping Guidelines. I understand that the document I received contains specific information, rules, and consequences that are extremely important to me and that I must read and complete this form to acknowledge my understanding of District guidelines and practices. I also understand that any changes to District policy or law could cause changes to the content of this document and it is my responsibility to periodically review it on the District's website for updates and new information.

In addition, should the Payroll Office inadvertently make an error in my payroll check which creates an over payment, I hereby authorize Clear Creek ISD to deduct from future check(s) an amount equal to the error to correct the discrepancy. I also agree to allow Clear Creek ISD to collect any amounts owed by me through payroll deductions.

Completed forms should be returned to your Campus/Location Timekeeper Manager **within 5 days of receipt.**

If you have questions about any information contained in this document, please contact the CCISD Payroll Department at 281-284-0000.

Employee's Name (Please print) _____

Employee No. _____ Campus/Department _____

Employee's Signature _____ Date _____