

TIME CLOCK HELPFUL HINTS AND FREQUENTLY ASKED QUESTIONS

FULL-TIME PARA EDUCATORS, ABA THERAPISTS AND TUTORS

The total hours worked each day should not exceed your “scheduled” hours.

When entering paid time off hours in the Time Clock system, the hours should be entered in intervals of 15, 30 or 45 minutes.

Paid time off hours must be entered in the Time Clock system by 5:00pm on Sunday evenings for the Building Principals to approve for payment. Absences that are not entered properly will result in you not being paid correctly and you may have to wait until the next pay period for the adjustment.

VIEW YOUR HOURS EVERY WEEK! This is very easy to do---if you notice that you are missing time or have input something incorrectly, we are more than happy to help you correct it so you will be paid correctly!

PART TIME EMPLOYEES SHOULD ALWAYS USE THE CLOCK TO PUNCH IN AND OUT FOR LUNCH

The following procedures pertain to **FULL TIME EMPLOYEES** when clocking IN and OUT on shortened days---

PLANNED SHORTENED DAYS: (TUESDAY PD, CONFERENCE DAYS)

On planned shortened days all staff **MUST** clock in and out for lunch. You will also use the clock for clocking IN and OUT---You will be paid for hours worked.

IN THE EVENT OF A DELAYED OPENING DUE TO BAD WEATHER, FULL TIME PARA’S PLEASE FOLLOW THESE PROCEDURES:

DO NOT CLOCK IN USING THE TIME CLOCK IN THE MORNING.

When clocking out in the afternoon, you will receive a message stating you did not clock in, do you want to override your time?

Please proceed by entering your “normal” clock IN time. Then clock OUT. Your time should register with the auto-deduct for your 30 minute lunch. You should be paid for 6 hours and 15 minutes.

IN THE EVENT OF A EARLY DISMISSAL DUE TO BAD WEATHER, FULL TIME PARA'S PLEASE FOLLOW THESE PROCEDURES:

DO NOT CLOCK OUT USING THE TIME CLOCK IN THE AFTERNOON

When clocking in the next morning, you will receive a message stating you did not clock out, do you want to override your time?

Please proceed by entering your "normal" clock OUT time. Then clock IN. Your time should register with the auto-deduct for your 30 minute lunch. You should be paid for 6 hours and 15 minutes.

Frequently Asked Questions

What if I do not have access to a computer to enter my paid time off?

Send an email to Deb Markoski or Sharon Papallo with the date, time and specific leave code and they will enter the time off in the Time Clock system. This must be done by 5:00pm on Sunday evenings to insure you will be paid.

I have an appointment at the end of the day which requires me leaving early for, do I need to clock IN and OUT for Lunch?

YES---Any time that you are not physically working the full 6 hours and 15 minutes of your day, you need to clock IN and OUT for lunch. The time clock system currently auto deducts the 30 minutes for your lunch only if the total day registers for 6 hours and 45 minutes. We have noticed some employees not working the full day and not entering their lunch time. If this continues to happen, the matter will be addressed by the building principals. Your total hours should not exceed 6 hours and 15 minutes unless you have a bus duty.

I went on a field trip and worked through my lunch, do I get paid for this time?

Yes, If you work through your lunch you should be paid for that time. You can "add a note" through the Time Clock system. This will print out when the principal approves your hours. Please refer to the Time Clock instructions on how to do this.

If I always work a bus duty in the morning, how do you know to pay me the additional hours?

At the beginning of the school year we will have a list from the schools as to who is assigned before and after school duties. We will know that it is ok to pay these employees for the additional hours. If you are not assigned a duty but occasionally fill in for another employee, you will need to "add a note" that you stayed due to a bus duty.

