



Chippewa Valley Schools

Hourly Worker Timeclock Policy

This policy is subject to change based on functionalities within the Red Rover absence management and UKG timekeeping systems. Management will discuss all changes with the bargaining groups prior to changes being made.

POLICY

Non-exempt (classified/at-will hourly) employees are required to accurately record hours worked, time off whether paid or unpaid, and holidays for Chippewa Valley Schools to comply with the Fair Labor Standards Act (FLSA). Non-exempt employees include all employees who are eligible for overtime pursuant to the FLSA. This policy covers the non-exempt employees using the electronic timekeeping system.

DEFINITIONS

The terms “clock in,” “punch in,” and “swipe in (or out)” all mean the same. They all refer to the action whereby an employee records their arrival and departure time using a time clock/computer/mobile app to transmit the information to the timekeeping database.

PROCEDURE

Employee Clocking Responsibilities

Employees are required to clock in at their assigned start time and must clock out when they go off duty. Employees are expected to complete their assigned shift(s).

- Timekeeping system “clock in” and “clock out” punches will be rounded accordingly:
 - **Shift rounding (Clocking in)** - rounds the “in” punch to the employee’s shift start time when it is up to 6 minutes before the scheduled start time and up to 6 minutes after the scheduled start time.
 - For example, if an employee’s shift starts at 6:00 a.m., their early “in” punch at 5:54 a.m. will be rounded to 6:00 a.m.
 - For example, if an employee’s shift starts at 6:00 a.m., their late “in” punch at 6:06 a.m. will be rounded to 6:00 a.m.
 - “In” punches 7 minutes or more after an employee’s start time will be paid actual time, unrounded.
 - For example, if an employee’s shift starts at 6:00 a.m., their late “in” punch at 6:07 a.m. will remain at 6:07 a.m.
 - Employee shall input a comment for any late “in” punch beyond the 6 minutes explaining to supervisor why the employee is late. See Employee Hub for directions.
 - “In” punches 7 minutes or more before an employee’s start time will be paid actual time, unrounded.
 - For example, if an employee’s shift starts at 6:00 a.m., their early “in” punch at 5:46 a.m. will remain at 5:46 a.m.
 - Employee shall input a comment to substantiate the early punch “in” time and explain work performed to be paid per their punch “in” time. If the supervisor

substantiates that the work was reasonable/legitimate, they will approve the punch. If the early “in” punch is not approved, the Supervisor needs to communicate to the employee why it is not approved. See Employee Hub for directions on how to enter a comment.

- **Shift rounding (Clocking out)**- rounds the “out” punch to the employee’s shift end time when it is up to 6 minutes before the scheduled end time and up to 6 minutes after the scheduled end time.
 - For example, if an employee’s shift ends at 4:30 p.m., their early “out” punch at 4:25 p.m. will be rounded to 4:30 p.m.
 - For example, if an employee’s shift ends at 4:30 p.m., their late “out” punch at 4:34 p.m. will be rounded to 4:30 p.m.
 - “Out” punches earlier than 6 minutes before the employee’s end time will be paid actual time, unrounded.
 - For example, if an employee’s shift end at 4:30 p.m., their early “out” punch at 4:20 p.m. will remain at 4:20 p.m.
 - “Out” punches earlier than 6 minutes before the employee’s end time will require the employee to enter a comment as to why they are punching out and the missed time shall be entered into Red Rover. See Employee Hub on how to enter a comment.
 - “Out” punches 7 minutes or more after an employee’s end time will be paid actual time, unrounded.
 - For example, if an employee’s shift ends at 4:30 p.m., their late “out” punch at 4:37 p.m. will remain at 4:37 p.m.
 - Late “out” punches beyond 6 minutes after an employee’s shift end time will require the employee to enter a comment as to why they worked late. If the supervisor substantiates that the work was reasonable/legitimate, they will approve the punch. If the late “out” punch is not approved, the Supervisor needs to communicate to the employee why it is not approved. See Employee Hub as to how to enter a comment.
- **All Other Punches** – All other punches beyond 6 minutes of an employee’s start and end times will be paid actual time, unrounded.
 - In the examples below, the employee’s shift ends at 4:30 p.m.
 - The employee’s out punch at 4:21 p.m. will remain unrounded at 4:21 p.m.
 - The employee’s out punch at 4:46 p.m. will remain unrounded at 4:46 p.m.

(See APPENDIX A for minute to decimal conversions.)

Employees should not assume that it is acceptable to habitually clock in or out before or after their scheduled shift.

Missed Time Clock Punches

- If an employee forgets to “clock in” or “out” for their shift, they are to utilize the Timesheet Change Request feature in UKG to request a correction to their timesheet. They will be required to provide a reason for the missed punch and indicate the time they arrive or left work. The Timesheet Change Request will automatically be routed to their Supervisor/designee for review and approval/denial.

Falsification or Tampering

The following listed below are violations:

- Any attempt to tamper with the timekeeping hardware or software.
- Incorrectly reporting time worked or falsifying time worked.
- Any employee interfering with another’s use of time clocks, using another employee’s credentials/access card to clock in/out, in possession of or defacing another’s access card.

Lost or Missing Access Cards

- Any lost cards must be immediately reported to the Human Resources Department and request a new card be issued as soon as possible.
- Employees who have lost or forgotten their card shall clock in and out on a desktop computer or the mobile app.

Damaged Access Cards

- If the Access card becomes damaged and cannot be read by the electronic time clock, the employee is to immediately inform the Human Resources Department and turn in the defective card to obtain a replacement. Until the new card arrives, the employee will clock in and out on a desktop computer or the mobile app.

Clock Problems

- If any employee is unable to “punch in” or “out” because of a time clock/app/computer malfunction, it is the employee’s responsibility to submit a Timesheet Change Request to add the missed punch. In the event of timekeeping system/app/computer malfunction, supervisor/other designee will notify the Payroll Department of the problem.

Reporting Time Off

- Employees covered by a collective bargaining agreement or accruing Earned Sick leave (ESTA) are responsible for accurately recording time off work in the Red Rover absence reporting system, which includes but is not limited to sick leave, personal business, vacation, funeral, and leave of absences, whether paid or unpaid. The employee’s supervisor/designee will review and approve/deny the absence request in Red Rover.

- Employees not covered by a collective bargaining agreement or that do not meet eligibility requirements for Earned Sick leave will report their absences to their immediate supervisor so the time can be accounted for when their supervisor approves their timecard.
- Failure to report time off may result in the time not being paid.
- Absence balances will continue to be printed on employee paystubs. Please note the balance “as of” date, as it is always two weeks behind in alignment with the pay period. Real-time absence balances are now available in Red Rover and account for future absences. Balances will be updated monthly for sick leave accruals.

Additional Time

- If the employee has a circumstance that requires them to work additional time beyond their normal work times, they will clock in/out once they arrive/return and are required to add a comment in the timekeeping system indicating reason for the additional time. See employee Hub for directions.
- Additional time shall be pre-approved by the Supervisor.
- Failure to provide a comment with the reason why may result in the employee not being paid for the extra time.

Overtime

- Overtime should be authorized in advance by a supervisor and documented in the system. We understand that there can be times that work can't be pre-approved. This should be the rarity vs. the norm. Overtime will be calculated based on the actual hours recorded and credited to the employee and approved by management.
- Overtime is earned according to the language in your collective bargaining agreement or per FLSA guidelines.

Time Cards

- At the end of every pay period, each employee must review their time record for accuracy and completeness. If changes are needed to be made to the employee's timesheet, the employee must submit a Timesheet Change Request.
- To view your electronic timecard, you can access it utilizing the UKG App or website on your phone, computer, or time clock.
- Employees who fail to review their time record according to the payroll timesheet deadline may not be paid accurately or may have their pay delayed until the following pay period.

Disagreements on work hours contained in the detail record shall be reviewed with the employee's supervisor, who will resolve the issue and authorize any changes to the timekeeping data, if deemed necessary.

Supervisor's Responsibilities

- Supervisor/designee are to review and approve/deny exception comments, work time entries, and absence entries, ideally on a daily basis.
- Supervisor/designee is to review all entries each pay period, then approve timesheets within the system in accordance with the pay schedule.
- Supervisors shall address behaviors with employees who have habitually missed punches, clock in early or late, and clock out early or late when it is not part of an absence or pre-approved extra work.

INTERPRETATION AND CONTROL

Employees are responsible for entering accurate information in the timekeeping system via the time clock/app/or computer on a consistent basis.

The Supervisor/Designee in the department is responsible for the daily oversight of this policy and holding employees accountable.

The Payroll Department has the responsibility for the electronic transfer of timekeeping data which will result in an accurate and timely payroll process.

The Human Resource Department is responsible for the interpretation, authorization, and control of this policy.

Failure to adhere to the items outlined in this policy may result in disciplinary action, up to and including termination.

APPENDIX A
MINUTE TO DECIMAL CONVERSION

<u>Minutes</u>	<u>Decimal</u>
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.20
13	0.22
14	0.23
15	0.25
16	0.27
17	0.28
18	0.30
19	0.32
20	0.33

<u>Minutes</u>	<u>Decimal</u>
21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.50
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67

<u>Minutes</u>	<u>Decimal</u>
41	0.68
42	0.70
43	0.72
44	0.73
45	0.75
46	0.77
47	0.78
48	0.80
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98
60	1.00

Examples:

5 hours and 19 minutes = 5.32 hours

7 hours and 38 minutes = 7.63 hours