

Everything YOU Need to Know... About the Timekeeping Procedures





Help us to pay you for *every* hour YOU work...











Timekeeping System

- The District has implemented a timekeeping system (Veritime) to collect all of your work hours.
- You have been assigned a timekeeping method such as:
 - an ID badge for the purpose of clocking in and out
 - a password to electronically clock in and out using a digital device or phone.







Timekeeping Procedures: OUR Responsibilities

- It shall be OUR responsibility to:
 - Develop timekeeping procedures
 - Refer to Compensation Handbook
 - Establish rounding rules for clocking-in and out
 - We have established a 7 1/2 minute rounding rule
 - Collect, process and pay YOU for all reported work hours

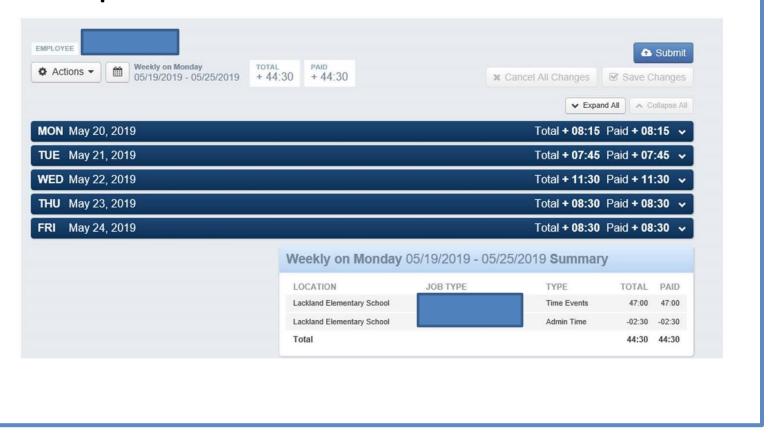






Sample Timesheet

Sample automated time sheet









Timekeeping Procedures: YOUR Responsibilities

- It shall be YOUR responsibility to:
 - Ensure that <u>all</u> work hours are submitted through the timekeeping system.
 - Maintain possession of your ID badge at all times for the purpose of clocking in/out.
 - Protect your log-in credential to avoid unauthorized use to another person
 - Report lost badges or temporary misplacement of badges to your immediate supervisor.
 - Submit all timekeeping corrections on a Timekeeping Correction form and/or posting corrections in the timekeeping system if authorized







Timekeeping Procedures: Clock-in Rules

- You may clock in up to 7 ½ minutes before the official starting time.
- You may clock in up to 7½ minutes after the official starting time. This grace period will not be considered an excuse for tardiness.







Timekeeping Procedures: Clock-out Rules

- You may clock out up to 7 ½ minutes after the official departure time.
- You may clock out up to 7½ minutes prior to the official departure time. This grace period will not be considered a reason for early departure from assigned schedule.
- You must clock out when leaving your assigned work location for personal reasons unrelated to assigned tasks.







Falsifying Timekeeping Records

- Falsifying timekeeping records or directing or coercing others to do is a violation of the Educator Code of Ethics. [Refer to Board Policy DH Legal, Local and Exhibit]
 - An employee who falsifies their timekeeping record or the timekeeping record of another employee shall be subject to immediate termination.
 - Falsifying of time cards may include, but is not limited to:
 - Punching in or out for another employee or having another employee punch in or out for them;
 - Fraudulent time entry, or
 - Photo copying of one's own or someone else's badge.







A Happy Employee Is.....

 An employee who receives his/her accurate, timely and adequate payroll check!







Questions





Submit your questions via email to: estrada.r@lacklandisd.net