



LACKLAND
Independent School District

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

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



**By signing in and out for *every* hour YOU
work.**



LACKLAND ISD





Timekeeping System

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- 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

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- 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

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- Sample automated time sheet

EMPLOYEE

Submit

Actions

Weekly on Monday
05/19/2019 - 05/25/2019

TOTAL
+ 44:30

PAID
+ 44:30

Cancel All Changes

Save Changes

Expand All

Collapse All

MON May 20, 2019

Total + 08:15 Paid + 08:15

TUE May 21, 2019

Total + 07:45 Paid + 07:45

WED May 22, 2019

Total + 11:30 Paid + 11:30

THU May 23, 2019

Total + 08:30 Paid + 08:30

FRI May 24, 2019

Total + 08:30 Paid + 08:30

Weekly on Monday 05/19/2019 - 05/25/2019 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Lackland Elementary School		Time Events	47:00	47:00
Lackland Elementary School		Admin Time	-02:30	-02:30
Total			44:30	44:30





Timekeeping Procedures: YOUR Responsibilities

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- It shall be YOUR responsibility to:
 - Ensure that all 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

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





Timekeeping Procedures: Clock-out Rules

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- You may clock out up to 7 ½ minutes after the official departure time.
- You may clock out up to 7 ½ 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!



Tom Hanks 100 Milgard St. Frankfurt, DI 91389		July, 20 07	
Pay to the order of <u>Kristy Doe</u>		\$750.00	
Seven Hundred Fifty Dollars and 00/100		Dollars	
Bank Name 300 Bank Address Way Town, Someplace 91919		[Signature]	
Memo <u>Thanks for everything!</u>		[Signature]	



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Questions

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