

### 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.





#### **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

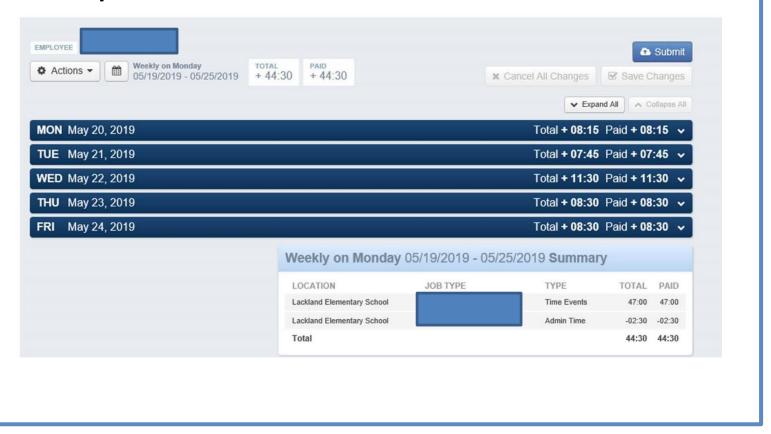






#### Sample Timesheet

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 7 ½ 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 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 timecards 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