A. The District has implemented the use of time clocks to record time and attendance for hourly paid employees.

The decision to use time clocks was based on several factors:

1. An increasing number of employees using timesheets, which are extremely labor intensive for recording attendance and preparing payroll.
2. Provides a photo identification badge for identifying employees
3. More accurately records all time worked, as well as absences
4. Allows additional reporting capabilities

B. The process for setting up an employee on the time clock system is as follows:

1. When an employee is hired, the first step is to take the employee’s picture with a digital camera. The camera must be set on the email setting.
2. Send the picture file from the camera to the Business Services office either by email or save it to a diskette and send in the school mail.
3. If the school/department does not have a camera, call the Business Services office and arrangements will be made for a picture to be taken.
4. Complete the Time Clock Procedures for New Employees form and send to Business Services (see sample).

   a) EMPLOYEE’S NAME: The name of the employee to be set up on the time clock system.

   b) SOCIAL SECURITY NUMBER: The social security number of the employee.

   c) CPS ID NUMBER: The Columbia Public School identification number of the employee.

   d) EMPLOYEE’S WORK LOCATION: The school/building location of the employee.

   e) FTE: The employee’s FTE.
f) SCHEDULE CODE OR SCHEDULED WORK TIMES: The employee's schedule code or times scheduled to work.

g) SIGNATURE: The signature of the employee’s supervisor.

5. Business Services will create a time clock badge and send it to the school/department requesting it.

6. The school/department gives the badge to the employee and the employee must sign a Procedures for use of District Timeclocks agreement form (see sample). This form must be returned to Business Services for central filing, within 10 days of employment.

7. Any time that has been worked prior to the employee receiving their badge should be recorded on a timesheet, then entered into the time clock system after the employee receives their badge.

8. To begin using the time clock badge, the employee simply slides the badge down the right side of the time clock through the reader. If done correctly, a green light will come on signifying a good punch.

C. The school/department should print a punch detail/exception report on a daily basis to look for missed or problem punches. Any exceptions or problems should be researched and corrected immediately (see Appendix I).

D. The Monday following the end of the pay period, and after all exceptions, problems, or absences have been corrected or added, the timecard report should be printed and given to each employee. This report shows the total hours the employee will be paid. A deadline should be set for the employee to return the signed timecard report to the school/department. An example of a deadline could be 12:00 noon on the Tuesday following the end of the pay period which should allow enough time to make any necessary adjustments. The Kronos Timekeeper Adjustment Form can be used for documentation of time clock adjustments (see sample).

E. At the end of the pay period, it is also necessary for each supervisor to approve the time that has been recorded in Kronos. The approval must be done after all corrections have been made and before the system is “locked” down.

F. At 2:00 p.m. on the Wednesday after the end of the payroll period, all payroll files on the time clock system will be posted. No changes can be made to an employee’s time once it has been posted.
G. The employee timecard reports should be kept on file at the school/department in the event an employee has a question regarding their time reported. **DO NOT SEND THE TIMECARD REPORTS TO THE BUSINESS SERVICES OFFICE.** It is extremely important that the employee review and sign their timecard report to verify the hours they will be paid.

**TIME CLOCK PROCEDURES FOR NEW EMPLOYEES**

- Hire employee
- Human Resources takes picture
- Human Resources makes badge & maintains master record
- Employee will have finger scanned for purpose of clocking in and out
- Employee will receive their badge in the school mail

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Employee’s Name

Social Security Number

CPS ID Number

Employee’s Work Location

FTE

Schedule Code or Scheduled Work Time

Signature
PROCEDURES FOR USE OF DISTRICT TIMECLOCKS

Columbia School District
Procedures for use of District Timeclocks

1. You are responsible for clocking in and out on work time to record your hours worked accurately. You
   should do so within ten minutes to each work period to avoid penalties. You
   must clock in and out at least 2 minutes before your scheduled shift begins and
   clock out and end your work shift no more than 2 minutes after your scheduled shift.
   Your work hours and your signed timesheets will be controlled to maintain your hours to be
   worked at least when your timesheet will be controlled for hours to be worked.

2. You must follow your supervisor's work schedule as closely as possible. If your work is not completed
   on time, you will be required to complete theWork Request Form for the hours
   to be recorded for the day. Your supervisor's work schedule may be altered
   by the administrator of the building where you are employed. Your work
   schedule is subject to change at any time.

3. You will be required to maintain your timesheets in accordance with the established procedures. You will
   be required to clock in and out on time to record your hours worked accurately. You
   will be required to complete the Work Request Form for the hours
   to be recorded for the day. Your supervisor's work schedule may be altered
   by the administrator of the building where you are employed. Your work
   schedule is subject to change at any time.

4. The above procedures are subject to the provisions of the Collective Bargaining Agreement
   for the District.

Cincinnati's Work Request Form is to be completed in the space provided.

SAMPLE

KRONOS TIMEKEEPER ADJUSTMENT FORM

Employee Name: __________________________
CPS O. No.: __________________________

Date:

Signature: __________________________

[Form fields for employee data and adjustments]

Employee Signature: __________________________
Date: __________________________
Supervisor Signature: __________________________
Date: __________________________