

Time System Guidelines and Procedures for Employees

I. INTRODUCTION

The Baldwin County Board of Education is transitioning into the use of an electronic time tracking system called Kronos. The electronic time and attendance system will replace the current timekeeping system whereby employees sign in and out on paper timesheets and use paper leave forms. This new approach will allow the Board to more efficiently process your time worked as well as leave taken during a payroll cycle. In order for this system to work to its fullest potential, we are asking all employees to follow the procedures and guidance outlined below. Your cooperation and compliance with these guidelines and other related guidance is very much appreciated.

II. OFFICIAL TIME OF RECORD

The Kronos electronic time and attendance system and associated work records will become the official vehicle for recording time worked for all employees of the Baldwin County Board of Education. Handwritten timesheets will be replaced by the Kronos generated records (based on the data in the Kronos timekeeping system).

The data maintained in the Kronos system shall be considered as the “official” record of time worked for the Board. Any post-approval disputes over actual time worked will be resolved by referring to the Kronos records.

It is critical that every employee use the Kronos system to record actual time worked and to review times at the end of each week to make sure they are accurate. Employees will have a chance to review and certify time entries each week. If the time entries are not accurate, the inaccuracy must be reported immediately. In order for the electronic time and attendance system to work as intended, all employees are required to use the system, follow all rules related thereto, and promptly report any errors. Employees will be subject to disciplinary action for failure to do so.

III. EMPLOYEE TIME REPORTS

The Fair Labor Standards Act (FLSA) requires that employers keep certain records for employees (primarily for non-exempt employees). An electronic time and attendance system (versus manual timesheets or other methods) will generate an accurate and reliable record of time worked and leave taken during the reporting period for all personnel.

The automated time reports will reflect all regular and extra duty hours worked for the period, as well as leave (including sick, personal, vacation, etc.). Any corrections or adjustments to hours and leave must be reported weekly by all employees to avoid

errors and omissions that may occur if these adjustments are reported at the end of the payroll period.

The Professional Development forms will not be replaced since they still will be required for Accounts Payable purposes as well as funding for substitutes in Payroll.

IV. DAILY CLOCK IN/OUT REQUIREMENTS

The first step in the Kronos process is to clock in using the system. The “clock in” process is used when an employee begins work at the start of the work day. Non-exempt employees must also clock out when taking duty free breaks (such as “lunch breaks”), clock back in when returning to work after duty free breaks, and then clock out when work is completed at the end of the work day. Under certain conditions (such as training at an off-site location, extracurricular events, etc.), the employee will have to report time worked through a mobile application or at the time he or she returns to work the next day. However, under regular circumstances, time must be reported contemporaneously (at the time work starts and ends) using the time clock system.

Other requirements and guidelines include:

- Every employee is required to use the Kronos system to account for his or her work time.
- Employees could be subject to disciplinary action if they do not clock in before work or clock out when taking a duty free break or finishing for the day as applicable based on employee type.
- If an employee misses a “punch,” he or she has to make the time entry as soon as possible, but no later than the next business day. The missed time entry can be manually entered at any “clock” by the employee, and must reflect the actual time that work began (for a missed “clock in”) or when work stopped (for a missed “clock out”).
- Employees could be subject to disciplinary action if a pattern of ‘missed’ punches is detected.
- Clock in and out times will be rounded to the nearest quarter hour with a 7-minute grace period.
- Every employee is expected to work times designated on his or her designated work schedule and is required to obtain advance express permission to deviate from the schedule.

V. FALSIFICATION, TAMPERING, AND UNAUTHORIZED VIEWING

The Kronos system is designed to record actual work times, and employees are required to use it consistently to that end. Any falsification, manipulation, tampering, unauthorized use, or other misuse of the system is against the rules and will result in disciplinary action. It is difficult to list all the ways that violations of the Board's rules may occur, and actions to address such violations should not be necessary if the following simple principles are followed:

1. Clock in when you begin work.
2. Clock out when you begin your duty free break periods (non-exempt employees).
3. Clock in when you begin work again after your duty free break (non-exempt employees).
4. Clock out when you stop working for the day (non-exempt employees).
5. Use your own identification badge to use the Kronos system and do not ever clock in or out for someone else.
6. Work your scheduled hours unless express permission is given to work otherwise by your supervisor.
7. Correct mistakes, errors or omissions immediately.
8. Check your time, make sure it is correct, and certify it weekly.
9. Be honest, forthright, and communicate if there are problems.
10. A failure to abide by any of the above will constitute misuse of the Kronos rules.

Abuse or misuse of the system may result in disciplinary action, which may include termination for serious incidents. Such incidents include, but are not limited to, the following:

- Any attempt to tamper with timekeeping hardware or software
- Punching in for another employee (i.e. "buddy punching")
- Unauthorized viewing of another employee's time in the Kronos system
- False reporting
- Manipulation of time system
- Other misuse of the system

VI. CLOCK PROBLEMS

If an employee is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to immediately inform his or her supervisor of the malfunction and the need for correction. The employee can then manually enter his or her time into the system and the Payroll office can remove the missed punch notation.

VII. LUNCHES / BREAKS

Every non-exempt employee is required to take his or her duty free lunch if such a lunch is scheduled (whether or not the specific time for that lunch is assigned). No non-exempt employee is permitted to skip lunch, work through lunch, take a "lunch break" at his or her desk, or otherwise deviate from the schedule without express advance permission to do so. Being "too busy" for lunch or breaks is not a valid reason to miss lunch or breaks without permission. All non-exempt employees are required to swipe in and out for lunch or any other duty free break. However, exempt employees are not required to record their time spent at lunch or any other break.

A non-exempt employee who leaves the building to run a personal errand during a break period is required to clock out from the terminal and clock back in upon returning to the work site.

VIII. UNREPORTED HOURS

No non-exempt employee is ever authorized to "work off the clock." Working off the clock is strictly prohibited. Employees are required to clock in before performing *any* work. Non-exempt employees are not permitted to "clock out" before actually stopping work. Forgetting to clock in or out is not a legitimate reason for working off the clock. Having too much to do or not being able to finish work is also not a legitimate reason for working off the clock. No employee of the Board (including principals, supervisors, and directors) has the authority to direct that any non-exempt employee work off the clock. All time worked must be recorded and reported, without exception.

Employees that underreport or fail to report hours worked could be subject to disciplinary action.

Once an employee has clocked in, he or she is responsible for promptly starting work. Dealing with personal matters or simply not working while clocked in is considered "riding the clock" and will be grounds for disciplinary action.

IX. PROCESSING OF ELECTRONIC TIME REPORTS

The Payroll Office will close the work week in my Kronos according to a pre-set schedule to ensure that time adjustments and leave taken are properly and promptly recorded.

Therefore, it is imperative that Kronos users resolve all missed punches, leave taken, etc. within (2) days of the end of the previous week.

Each supervisor or designee does not need to print timecards (for the period identified in the Payroll Schedule) from Kronos and ask the employee to review and sign. Instead, the employee will be expected to review his or her timecard weekly, correct any errors or omissions, and approve the time entries using the Kronos terminal or by accessing the online Kronos system through a computer. If the supervisor is satisfied with the hours reported, he or she will also approve the timecard. This process, which has occurred monthly, will now take place on a weekly basis so that the Payroll office can properly process payroll each month.

X. OVERTIME

Non-exempt employees are expected to complete all of their work during scheduled work hours and are not permitted to work overtime unless it is specifically approved by their respective supervisor(s). Working overtime without permission is strictly prohibited and will subject the employee to disciplinary action.

XI. COMPENSATORY TIME

As a public employer, the Board is permitted to pay overtime as compensatory time in lieu of cash overtime pay. Exempt personnel are not eligible for this type of compensatory time, as they do not earn overtime pay.

The Baldwin County Board of Education permits employees to choose each year whether overtime should be paid as cash wages or as compensatory time. Accordingly, each July 1, non-exempt employees must complete a Compensatory Time Agreement in order to receive comp time for any time worked outside of his or her approved and normal schedule. Once this agreement is signed, the employee is committed to accept compensatory time in lieu of extra cash payments (including both straight time and overtime) through June 30th of the following year. The Kronos system will be configured for any employee that completes a Comp Time Agreement to automatically credit the employee with comp time for any extra pay worked.

Every effort should be made to exhaust any accrued comp time by June 30th of the year following the compensatory time agreement. Comp time should be used first, prior to using other forms of leave. The Board reserves the right to “pay down” any employee’s compensatory time balance as needs may require.

XII. PAY DEDUCTIONS

If an employee is absent and has used up all available leave days, he or she shall be subject to pay deductions for the time missed based on his or her daily rate of pay.

XIII. Kronos MANAGERS

Kronos Managers will be Principals, Directors, and Supervisors/Coordinators who are heads of departments. Kronos managers will review time data on a daily basis to identify potential omissions, resolve issues, and otherwise manage their respective departments.

XIV. LOST OR MISPLACED Kronos ID BADGE

The primary way to clock in and clock out and initiate Kronos functions is to “swipe” the bar coded ID Badge. If you have lost or misplaced your ID badge, you can manually login using your employee number. Losing or misplacing your ID badge will not be an excuse for a failure to clock in and clock out or otherwise fail to use the Kronos system.

XV. EDIT REPORTS

The Payroll Office will generate reports on a regular basis to monitor the use of the Kronos system and its recordkeeping functions. In the event there is an issue, the Payroll Office will contact the Kronos Manager for the site and request that the issue be resolved within 24 hours.

XVI. ADDING AND REMOVING EMPLOYEES FROM THE SYSTEM

The Payroll Office will administer the addition and removal of employees to and from the system. This data will be extracted from the Nextgen payroll software and populated into the Kronos system.

XVII. QUESTIONS

Please communicate any questions you may have to your supervisor prior to contacting the Payroll Office.

Employee Time System Procedures Receipt

Name of Employee: _____

Department/School: _____

I hereby acknowledge that I received a copy of the *Time System Guidelines and Procedures for Employees* (herein referred to as the Time System Manual). I have read the Time System Manual and agree to abide by the standards, policies, and guidelines defined or referenced within this document.

The information in the Time System Manual is subject to change. I understand that changes in the Board guidelines may supersede, modify, or eliminate information summarized in the Time System Manual. As the Board provides updated information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to notify the Chief Financial Officer in writing of any time disputes and/or edits to my electronic timecard.

I accept responsibility for contacting my Supervisor or the Baldwin County Board of Education Payroll Office if I have any questions, concerns or need further information.

Signature of Employee

Date