

**LINDALE INDEPENDENT SCHOOL DISTRICT  
TIME AND ATTENDANCE  
EMPLOYEE PROCEDURE MANUAL**

**Employee Time Reports**

The Fair Labor Standards Act (FLSA) requires that employers keep certain records for employees. This includes detailed records on time and payments. An automated timesheet reporting system is used to record all hours worked and leave taken during the reporting period for ‘non-exempt’ employees as designated by the wage and hour law.

The Frontline Time and Attendance electronic timekeeping system and associated work records are the official basis for recording hours worked for employees of the Lindale Independent School District (LISD). All non-exempt employees are required to use the electronic timekeeping system.

**Daily Clock-in/Clock-out**

It is a job requirement that ALL non-exempt employees MUST clock in at the beginning of their work day and clock out at the end of their work day at their place of work. Under certain conditions, such as a training course at a different location or no computer access, the employee shall clock in/out at the different location. Other requirements include:

- Employees should clock in and out at their own work stations. If they do not have one, they should clock in and out at the designated work station for their department.
- Employees are expected to clock in by their scheduled start time. Employees should not clock in earlier than 7 minutes before their scheduled starting time (unless the employee has written approval from their Supervisor for early arrival).
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor.
- Clock in and out times will be rounded to the nearest quarter hour.
- Employees must clock out anytime they leave work regardless of the reason.
- All office staff are required to clock in and out when they are on their duty-free lunch.
- Intentionally or carelessly working off the clock is prohibited. Employees are required to clock in before performing any work. Employees are not permitted to clock out before actually stopping work. Forgetting to clock in/out is not a legitimate reason for working off the clock.

- It is prohibited to take advantage of rounding. E.g. clocking in at 8:07 knowing the clock will round back to 8:00 or clocking out at 3:53 knowing the clock will round forward to 4:00.

### **Falsification, Tampering, and Unauthorized Viewing**

- Any attempt to tamper with timekeeping hardware or software will be considered a serious offense.
- Punching in and/or out for another employee will be considered a serious offense.
- Anyone interfering with other employees' use of the Time and Attendance system will be considered a serious offense.
- Unauthorized viewing of another employee's time in the Time and Attendance system will be considered a serious offense.
- Underreporting and/or over reporting of hours worked will be considered a serious offense.

Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination.

The Supervisor and the Personnel Department will review the specific details of such an infraction and develop an appropriate response.

### **Time and Attendance Problems**

If any employee is unable to punch in or out because of a Time and Attendance malfunction, *it is the employee's responsibility to immediately inform the Campus Time and Attendance Manager or Department Supervisor.* The Campus Time and Attendance Manager or Department Supervisor will notify the payroll department of the Time and Attendance malfunction. In this situation the employee shall use a 'green sheet' to document the correct time of clocking in/out. Refer to Correcting Timesheets for green sheet instructions.

### **Overtime**

Non-exempt employees may be required to perform work before and after their regularly scheduled work shifts for extra pay. Overtime MUST be authorized in advance by a supervisor. Overtime will be calculated based on the actual hours recorded and credited to the employee, as measured by the Time and Attendance system.

- Overtime is earned on a weekly basis and can only be earned after 40 hours of physical time worked within a given week.
- Overtime must be approved in advance by the employee's Supervisor, and is paid at 1.5 times the employee's base hourly rate after 40 hours worked.
- Since overtime or extra hours are calculated when recorded work hours exceed 40, employees must not clock in early or clock out late without supervisory approval.
- Compensatory time off may be given for overtime worked if an agreement to do such is reached prior to the performance of the work (the employer and employee must both be in agreement). If compensatory time is given in lieu of overtime compensation, it will be accumulated at the rate of one and one-half hours for every overtime hour worked (see DEA local). Supervisors should encourage employees to use accumulated compensatory time as quickly as possible.

Any disagreements with the official time detail record shall be reviewed with the employee's Supervisor, who shall authorize any changes to timekeeping data.

### **Docked Pay**

If non-exempt employees who are paid on an annualized basis are absent and have used up all their sick days, personal days, etc., their pay shall be docked for the time missed, based on their pay rate.

Also, pay will be docked for non-exempt employees paid on an annualized basis who fail to work their full number of scheduled hours during any given workweek (see DEC Local).

### **Time and Attendance Supervisors**

Time and Attendance Supervisors are the department heads/assistant principles and the central office payroll department. The supervisors are responsible for editing punches. Punches should only be edited by supervisors upon the completion and authorization of a 'green sheet' (see Correcting Timesheets).

Time should be reviewed and edited (if needed) on a weekly basis. *It is the employee's responsibility to review their time and initiate any corrections.*

### **Missed Punches**

- The Missed Punch system is designed to catch errors if an employee forgets to clock in or out at the right time.
- If an employee forgets to clock out at the end of their segment and they clock in the next day, the system will clock them out instead of in.
- The employee should complete a 'green sheet' for the correction.

### **Correcting Timesheets**

LISD uses 'green sheets' to authorize corrections to an employee's official time record. Green sheets are to be signed by the employee and given to their supervisor as authorization to correct the employee's timesheet. The supervisor will make the necessary corrections per the employee's green sheet.

### **Approving Hours**

The supervisor will approve the campus hours on a monthly basis and they will be forwarded to payroll to be processed. *Payroll will be generated based on the information received from the Time and Attendance system so all information MUST be accurate.* Approvals are due to payroll by the pay period due date.