

TimeClock Plus

revised 9/16/2014

Question

Answer

What kind of leave can I enter into TimeClock Plus?	The Leaves available are the leaves applicable to your employee group (i.e. Bereavement, PTO, Vacation, Sick Leave, Business leave (for APT only) and Civic Duty).
Are there any kinds of leave I shouldn't put in TimeClock Plus?	Workers Compensation and Medical Leave of Absence Requests go through Human Resources.
How far in advance can I request a Vacation?	You can enter a leave request anytime for the future.
Can a leave request be changed or deleted?	You can remove a leave request up to the point in time that the leave has been approved or denied. After that point your supervisor or building/department secretary will have to remove it.
How far back can I enter Sick Days?	An employee may enter leave retroactively, for up to 5 calendar days. Adjustments must be made by the supervisor or building/department secretary.
If I have already filled out a leave request and turned it in, do I also need to do it in TimeClock Plus?	During this transition, if you have already submitted a leave request on the paper form, do not enter it into TimeClock Plus.
What if I forget to clock in or out, or if there is a line to clock in?	The system allows you 7 minutes before or after your start/end times and will automatically set you to the correct start/end time if you clock in during that window. Outside of that window, your start/end time will be adjusted to the next 15 minute increment. Do not clock in or out late if you have forgotten to use the clock. Contact your supervisor or building/department secretary with the correct time and explain that you forgot to clock in or out.
What if I am working overtime?	All overtime must be pre-approved by your supervisor. If you have pre-approval to work overtime, then you clock out when your shift is over.
I am a Preschool Para or a Special Education Para do I still need to put my leave in SubFinder?	Special Education Paras and Preschool Paras will need to enter leave in both TimeClock Plus and SubFinder. TimeClock Plus only replaces the paper time cards and absence requests.
Who can fix my timecard if there is a problem?	Building/Department Secretaries and Supervisors have editing rights in TimeClock Plus. Any corrections to your time should be coordinated with them.
How will my supervisor know if I have asked for time off?	Supervisors will get an email indicating they have a leave request to approve.
Are there any people that regularly use timecards that won't use TimeClock Plus?	Student workers, 110 retirees and consultants will continue to use the paper form.
Is there any extra duty that will use TimeClock Plus?	If your direct supervisor has approved extra duty work for you, you will not need to clock out for the extra duty time. (e.g. If your group is short-staffed because someone is out, and your supervisor has approved extra hours to finish the work, there is no need to clock out and back in. You will just stay clocked in until you have finished your work.)
What if I use Flex or Comp Time?	Flex time (same week) or Comp. time (same pay period). Continue to work with your direct supervisor. The policies have not changed, just the way time is recorded.
How do I enter Time/Leave for Workers' comp appointments?	Work with your building/department secretary or supervisor to get workers compensation leave entered properly.
Can we add a comment field to the clock in/clock out screens?	No this is not available in the Clock In / Clock Out function but it is available in the leave portion and we encourage you to use it.
Will we have more than one place in our school or facility to access the system?	At this point there will be one per school.
Do I need to clock out for Lunch?	No, employees do not clock out for lunch. Employees are automatically assigned a 30 minute lunch in the system. This unpaid lunch is deducted after 5 hours are worked. Supervisors need to contact Kirk Youngman if an employee has a regularly scheduled lunch time that is longer than 30 minutes per shift. Any other exceptions (i.e. field trip or other authorized working lunch), need to be entered into TimeClock Plus by supervisors or building/department secretary.
I have 2 positions and only 1 is a timecard position (Health Clerk 4 hours and Instructional Para 1 hour). What do I do?	Only clock in /out for your Instructional Para position, because that is a timecard position.