Managers and editors play a critical role in supporting TUSD’s electronic timekeeping system by monitoring, editing, and approving staff time records as well as reviewing and approving or denying leave time requests for their assigned staff. Their responsibilities include:

- Editing employees’ time records as needed to correct missed punches and incorrect swipes the employee hasn’t corrected
- Submitting payroll adjustments via ePars in iVisions
- Approving/denying leave time requests
- Approving time records for the pay period
- Communicating with staff about their time records as needed

Falsification/Tampering

Please be aware that the actions listed below are prohibited and will be considered severe infractions. Employees found in violation may be subject to immediate disciplinary action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in or out for another employee (“buddy punching”).
- Clocking in or out remotely using Remote Admin.
- Interfering with another employee’s use of the time clock system.
- Unauthorized viewing of another employee’s time in the time clock system.

This guide will show you how to perform the following:

- Log In to WebClock (p. 2)
- Edit Time Records (p. 3)
- Payroll Adjustment ePar (p. 5)
- Approve/Deny Leave Time Request (p. 11)
- Approve Time Records (p. 12)
- Send Messages to Staff (p. 16)
- Email Notifications/Reports (p. 18)
- Helpful Reminders (p. 18)
- Time Clock FAQ (p. 19)

Questions? Please contact the Time and Attendance Office, email: clockadmin@tusd1.org; phone: (520) 225-6555, between the hours of 9 AM and 5 PM, M - F.
Log In to WebClock

1. From any computer on the district network, navigate to the WebClock log on web page for managers. Type your district network User ID and Password and click LogOn.

WebClock: [http://timeclocks/app/manager/#/ManagerLogOn](http://timeclocks/app/manager/#/ManagerLogOn)

Please save this link in your favorites list.

2. The Dashboard appears reflecting time records that need your attention such as Required Approvals, Missed Punches, and Pending Time Off Requests.
How to Edit Time Records

An employee can correct his/her own missed punches during the week they occur. The system prompts the employee to make the correction the next time he/she clocks in or out. However if the employee doesn’t make the correction, the manager or editor can make the correction.

FYI: If you need to submit an historical time edit for an employee, submit an ePar for it using the iVisions ERP (see Payroll Adjustment ePar (p. 5).

1. After you log in to WebClock, navigate to the Individual Hours screen by clicking Hours>Individual Hours. This is where you can add, edit, and review employee hours.

2. On the left side of the screen, the first 100 employees you are responsible for will appear. Specific employees can be displayed using the Filter button. Employees can also be filtered by typing in a name or number into the Search bar. Clicking the X button to the right of the Search bar will revert the list to the previous settings.

3. Once you have selected an employee, his/her information will appear in the main screen. You will be able to see the employee’s name, as well as the number of hours worked and each individual in and out shift.

4. Double-click the line you want to edit or right-click it and select Edit to open the edit dialog box.
5. Enter the details for your edit in the **Edit Segment** dialog box.

6. The **Date** and **Time** fields can be edited.

7. If the employee is currently clocked in, select the **Individual is clocked in** check box.

8. If you want to make the segment a time sheet entry, check **Time Sheet Entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point of the shift.

9. If rounding is enabled and you’d like to edit the actual times of the segment, check **Edit actual times**.

10. To change the break type that follows the segment, select the appropriate option in the **Break Type** drop-down.

11. Select the job code for which this segment was worked in the **Job Code** drop-down.

12. Always enter a description in the **Note** field when you make a change.

13. Click **Save**.

14. You’ll be returned to the employee’s record and a “Y” will appear in the **Edited** column for the time you edited.
Payroll Adjustment: ePar

The Payroll Adjustment ePar in iVisions replaces previous paper Time Edit forms and email authorizations. It is used to submit the following to Payroll:

- Requesting Off-Cycle payments
- Historical Time Edits
- Leave adjustments
- Vacation Cap payments to employees

**IMPORTANT: Submission of a Payroll Adjustment ePAR does NOT guarantee the adjustment will be included in the current pay cycle.**

1. In iVisions, select the Add Payroll Adjustment PAR type.

2. In the Add ePar window, select the employee you wish to change from the Filter By Employee drop-down menu

3. Click Next.
4. The DAC field will autofill. Type the Requester Name and Requester Phone #.

![DAC field](Financial Services 5011)
Requester Name: Owen Money
Requester Phone #: 999-9999

**Off-Cycle Payments:** Off-cycle payments are time-sensitive and may require immediate communication with site or dept.

5. Select the **Pay Period to be Adjusted** from the drop-down menu.

![Pay Period](Financial Services 5011)
Requester Name: Owen Money
Requester Phone #: 999-9999
Pay Period to be Adjusted: PR 10_12/01/15 - 12/18/15
Action Needed: Leave Adjustment
Total Hours or Flat Amount to be paid: PR 10_12/01/15 - 12/18/15
TCP Job Code or Position Description: PR 10_12/01/15 - 12/18/15
Reason for Adjustment: Pay Flat Amount
Request Off-Cycle Check: False
Leased Employee: False

6. Select the **Action Needed** from the drop-down menu.

![Action Needed](Financial Services 5011)
Requester Name: Owen Money
Requester Phone #: 999-9999
Pay Period to be Adjusted: PR 10_12/01/15 - 12/18/15
Action Needed: Leave Adjustment
Total Hours or Flat Amount to be paid: PR 10_12/01/15 - 12/18/15
TCP Job Code or Position Description: PR 10_12/01/15 - 12/18/15
Reason for Adjustment: Pay Flat Amount
Request Off-Cycle Check: False
Leased Employee: False
7. Complete the **Total Hours or Flat Amount to be paid** and **TCP Job Code or Position Description** fields.

If **Pay Hours or Pay Flat Amount is selected**, then enter the total number of **Hours or Flat Amount to be paid**. Fill in the **TCP Job Code or Position Description** field.

If **Leave Adjustment is selected**, enter the total number of hours and the type of leave in the **TCP Job Code or Position Description** field.

FYI: If the job does not exist in iVisions, then the ePar will be returned.

8. Select the **Reason for Adjustment** from the drop-down menu.
9. Indicate if **Request Off-Cycle Check** is needed from the drop-down menu.

<table>
<thead>
<tr>
<th>DAC:</th>
<th>Financial Services 5011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester Name:</td>
<td>Owen Money</td>
</tr>
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<td>999-9999</td>
</tr>
<tr>
<td>Pay Period to be Adjusted:</td>
<td>PR 10_12/01/15 - 12/18/15</td>
</tr>
<tr>
<td>Action Needed:</td>
<td>Pay Hours</td>
</tr>
<tr>
<td>Total Hours or Flat Amount to be paid:</td>
<td>20</td>
</tr>
<tr>
<td>TCP Job Code or Position Description:</td>
<td>102901197</td>
</tr>
<tr>
<td>Reason for Adjustment:</td>
<td>Missed Deadline-Employee</td>
</tr>
<tr>
<td>Request Off-Cycle Check:</td>
<td>Yes</td>
</tr>
<tr>
<td>Leased Employee:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

10. Indicate if the employee is a **Leased Employee** from the drop-down menu.

<table>
<thead>
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<td>Requester Name:</td>
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<td>Yes</td>
</tr>
<tr>
<td>Leased Employee:</td>
<td>Yes</td>
</tr>
</tbody>
</table>
11. Provide an explanation for the payroll adjustment in the Notes field.

Notes: Employee forgot to submit time worked

12. Click Next.

13. In the PAR Funding tab, select the Account from your DAC account:

999.999.9999.9999. Dept#.99999. Dept#

FYI: Using the 999 code sends this ePar directly to Payroll.

14. Click the floppy disk icon at the end of the line to save. The account code will move down in the grid.

The 999 code must be used for this ePAR type only.

15. Click Next.
16. In the PAR Review tab, review your information and select the Submit for approval check box.

![PAR Review Tab]

17. Click Finish.

The ePar will then proceed according to the following routing:

- Originator
- Payroll Department
- Chief Financial Officer
- Leadership or Department Director
- HR Complete
- PR Complete

**IMPORTANT:** Submission of a Payroll Adjustment ePAR does NOT guarantee the adjustment will be included in the current pay cycle.
How to Approve/Deny Leave Time Requests

1. After you log in, navigate to the Request Manager screen by clicking Tools>Request Manager.

2. The Calendar view displays the current month, the requests submitted for each day, and the status of each request.

3. Right-click the request with a Pending status and select Approve or Deny.

4. As soon as you approve or deny the request, an electronic message is sent to the employee within the time clock system to let him or her know. If the request is approved, the system automatically updates the employee's time sheet to reflect the approved leave hours.

Time Request Not Taken: In the event that an employee doesn’t use leave time that was
requested and approved, delete the hours in both of the following places in the web application:

- Individual Hours (can be deleted by editor or manager)
- Request Manager (can be deleted only by manager)

How to Approve Employee Time Records

At the end of every pay period after you have completed all time edits, editors and managers will need to approve all of their staff’s time records.

**IMPORTANT: Manager approval is required to send a time record to Payroll to be processed.**

You can approve time records one employee at a time or you can approve them all at once. Before you approve employee time records, all of your employees should have approved their records.

**Using the Approval Boxes**

**E** - Employee Approvals
- Done at the end of each week

**O** - Editor Approvals
- Done at the end of each week (ideally, after employee approvals are complete)

**M** - Manager Approvals
- Done at the end of each week when the Editor Approvals have been completed

**Approve Time Records: Individual Employee**

1. After you log in, click **Hours>Individual Hours** from the navigation bar.
2. Click the employee’s name on the left side.
3. The employee’s time records for the time period will display.

FYI: The employee should have approved his/her records at this point.
4. You can approve the time records one at a time by clicking each check box under the Manager Approval column. You can also select them all at once by clicking the Manager Approval column header.

5. Alternatively, you can click Resolve period.

FYI: Missed punches that an employee has corrected appear in blue. When you resolve them, they become green.
6. Select Manager Approval/Approve and click Apply.

Approve Time Records: Group Hours

1. After you log in, click Hours>Group Hours from the navigation bar.
2. Select the desired Sort by option.
3. Click Update.
4. The time records of all the staff you are responsible for will display.

FYI: The employees should have approved their records at this point.

5. You can approve the time records one at a time by clicking each check box under the Manager Approval column. You can also select them all at once by clicking the Manager Approval column header.

6. Alternatively, you can click Resolve period. Missed In and Missed Out approve bullets in this drop down need to be selected. Also, please review any long shifts.

7. Select Manager Approval/Approve and click Apply.
How to Send Messages to Staff

You can send messages through the timekeeping system to individuals, to groups, or to the entire district. Messages are viewed in the time clock or the time clock web application.

1. After you log in, click the Email button in the upper right corner of the Dashboard.

2. In the Compose Message dialog box, select the option to send the message company wide or to an individual employee.

3. If you are sending to an individual or a group of individuals, click Select recipients on the right side of the dialog box.
4. In the **Select Recipients** dialog box, click the check box for each desired recipient. When you are finished selecting, click **Select Recipients**.

5. Type your message in the text box. When you are ready, click **Send**.

6. The recipients will be able to see the message the next time they clock in or out.
Email Notifications

Manager and editors receive regularly scheduled email notifications and reports identifying missed punches (daily) and time records not approved by employees (weekly) so that they can zero in on employees who need assistance.

Helpful Reminders

☑ Review and approve employee time records each week.

☑ Review all leave requests and approve or deny them prior to the end of the pay period.

☑ Review each employee time record for the following:

☑ Did employee clock on correct job code?

☑ Have all missed punches been accurately corrected?

☑ Do total hours appear correct for employee?

☑ Is any applicable shift differential or out of class showing?
**Time Clock FAQ**

**Q: Do we need to email someone to give our Office Manager “approval rights,” or do they already have “approval rights?”**

**A:** Office Managers should have rights to edit and do a first level approval on time clock records, but the site Principal or Director will need to complete the final approval for their site or department.

Access requests for Office Managers, Principals, and Directors should be submitted via email to ClockAdmin@TUSD1.org

**Q: How do we get all staff in the system so we can access?**

**A:** Employees are added to TimeClock Plus nightly. If you are not seeing your employee in the system you may email ClockAdmin@TUSD1.org.

**Q: Can we have a portable system for after-hours student activity events?**

**A:** If a clock is not available for employee use at an after-hours event, the employee can complete and submit a Time Edit Form to their site Editor. For large events, a portable Kiosk can be requested through TS.

**Q: What happens when someone, such as a custodian, works 8 hours 5 minutes on the 2nd Friday of the pay period?**

**A:** Overtime is calculated weekly. Any time worked over 40 hours in a week will be paid as overtime unless the employee submits a request for the overtime to be converted to Comp Time. Comp Time requests must be in increments of 15 minutes, must be approved by a supervisor, and submitted to the payroll office by the pay period deadline. Once overtime has been paid, it cannot be converted to Comp Time.

**Q: Who should use TimeClock Plus for time off requests?**

**A:** All classified staff, including those who are exempt, should enter their leave requests into Time Clocks Plus. Certified staff that doesn't need a sub will also enter their leave requests into Time Clocks Plus.

**Q: What should a time edit form be used for?**

**A:** A Time Edit form should be used for missed punches, shift differential, out of class pay, overtime conversion to comp time, and unscheduled sick time off. If an employee's position is set up in Visions but the job is not showing up in Time Clock Plus, then have the employee record their worked hours on a time edit form and forward it to Payroll marked as a payroll exception.

**Time Edit Form:**

[http://tusd1.org/Portals/TUSD1/District/docs/TUSDforms/HR1000TimeClockAdjustmentForm.pdf](http://tusd1.org/Portals/TUSD1/District/docs/TUSDforms/HR1000TimeClockAdjustmentForm.pdf)

**Q: Employees know the variance clock in/clock out so that they're getting "extra time". Can we edit the time worked down (i.e. 41 to 40 hrs.)?**

**A:** No, the Fair Labor Standards Act (FLSA) prohibits a manager from changing an employee's time record to remove hours worked even if the employee consents to the change. Consistent lates, leave early and longer breaks could, however, be handled by
the supervisor as a “failure to adhere to approved work schedule” issue with the employee.

**Q: Do time edit forms stay at the site or go to Payroll?**

**A:** The only Time Edit forms that should be sent to Payroll are those requesting overtime to be converted to comp time. These need to be received by Payroll before the end of the pay period. All other Time Edit forms should be kept at your site.

**Q: How is Payroll aware if the missed hours are due to machine or system error?**

**A:** Supervisors can and should check their employees’ punch status through the online TimeClock Plus portal. If employees have a missed punch, regardless of the reason, they need to submit a Time Edit Form to their site to have the missed punch corrected. All missed punches, regardless of the reason, need to be corrected by the site prior to the pay period deadline.

If a site has a clock that is malfunctioning, they should log a ticket/work order with the TUSD Help Desk and someone will be dispatched to check the equipment.

**Q: Who should use SubFinder for time off requests?**

**A:** Teachers, including ESI teachers

**Q: Are certified subs using the time clock?**

**A:** Yes, Certified Subs should clock in when they arrive on campus and clock out when they leave the campus for the day. If they are unable to clock in, they must complete a Time Edit form. Office Managers are to submit this Time Edit form to the Time and Attendance Office.

**Q: Do classroom teachers have to report their absence in SubFinder even if they don’t need a sub?**

**A:** Yes, all classroom teachers MUST report their absence to SubFinder.

**Q: If my classroom teacher has to leave for an emergency and we cannot get a sub, does the classroom teacher still have to report the absence in SubFinder?**

**A:** Yes, all classroom teachers MUST report any absence to SubFinder for a full day or any portion of a day.

**Q: Do all ESI employees, like Teachers, Coordinator’s at District level, have to punch in and out daily?**

**A:** No, only ESI employees who are paid hourly or ESI Subs are required to use the time clock.

**Q: If an employee works at two schools, does the principal only approve the time at their school even though they see both sets of time?**

**A:** Yes, Principals/Managers are only responsible for approving the time that an employee works under their supervision.

**Q: Loss of Planning - When do employees have to swipe for loss of planning?**

**A:** A Teacher may clock in at any time during the day in which they are eligible for Loss of Planning. They are not required to clock out.
**Q: Will loss of planning be put on for all teachers or do we have to create an ePAR?**

**A:** An ePAR is not required to add Loss of Planning to a teacher, it is added automatically.

**Q: How do we know Payroll Periods Tuesdays?**

**A:** The Tuesday end of day Time Clock deadline always follows a Friday Payday.

**Q: How do employees know their job code #’s?**

**A:** The employee can see both the job code and a short description of the job when they clock in. The last four digits of the job code include the site number so if the employee has the same job at two sites, they can see which site each one is.