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PREFACE

On July 1, 2015, Tucson Unified School District migrated to an electronic time keeping system. All hourly work completed for the District must be logged in the Time Clock Plus electronic time tracking system. The following pages provide information Tucson Unified School District’s policies and procedures with regards to the Time Clock Plus system.
1. INTRODUCTION
The Tucson Unified School District uses an electronic time tracking system called Time Clock Plus to capture and record all non-exempt employee time records and all hourly paid supplemental position time. The electronic time tracking system allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. The following guidelines have been created to ensure accurate recordkeeping and compliance within the District.

2. OFFICIAL TIME OF RECORD
The Time Clock Plus electronic time keeping system and associated work records are the official basis for recording hours worked for all hourly paid employees of Tucson Unified School District (TUSD). This includes but is not limited to all non-exempt employees and all employees paid on an hourly supplemental position or contract. In order to ensure consistency of treatment for hourly paid employees, the data recorded in the Time Clock Plus system shall be considered as the “official” record of the workday for these positions. Any disputes over actual hours worked or attendance will be resolved by referring to the Time Clock Plus records.

3. EMPLOYEE TIME REPORTS
The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payments for all employees. All FLSA provisions guide utilization of the time clock system at TUSD. Time Clock Plus electronic timekeeping system is used to record all hours worked and leave taken for non-exempt personnel and hourly paid supplemental positions. These automated time reports must reflect all regular and extra duty hours worked for the payroll period (including personal leave, vacation, holidays, etc.). Adjustments to hours and leave should be posted weekly by the Time Clock Editor.

4. TUSD ID NUMBER
Every TUSD employee is assigned a TUSD ID number upon hire. The TUSD ID number is unique to each employee and is used for identification purposes throughout the District. The TUSD ID number can be used to clock in at the time clock location and is used to view time worked using the Time Clock Plus Web application.

5. CLOCK LOCATIONS
Time Clocks are located throughout the District at every school and department site. Most schools have multiple clocks available for employee use. Please check with your Supervisor regarding clock locations in your area.

6. DAILY CLOCK IN/OUT REQUIREMENTS
- It is a job requirement that all non-exempt employees and employees working on an hourly paid supplemental position must “clock in” at the start of their shift and “clock out” at the end of their shift.
- Employees are expected to clock in and out at their regularly scheduled times.
• Under certain conditions (such as trainings at an off-site location, extracurricular events, etc.) when an employee cannot “clock in” at their worksite, the employee should report time worked to the Time Clock Editor using the TUSD TimeClock Plus Adjustment Form (which can be found on the district intranet) so that their time worked can be manually entered.

7. MULTIPLE JOB CODES
There may be instances where employees have multiple job codes. If an employee is paid from multiple funding sources or has more than one position within the district, they will be assigned a separate job code for each non-exempt or hourly paid supplemental position. It is the responsibility of the employee to ensure that they are clocking on the correct code at all times.

Failure to clock in and out correctly on multiple job codes may result in corrective action. If you are unsure which job code you should be using, please contact your Supervisor, Time Clock Editor, or the TUSD Time & Attendance Office for clarification.

Employees who have clocked incorrectly using the wrong job code will need to complete the Time Clock Adjustment form and submit the signed form to their Editor prior to the close of the pay period so their time can be corrected.

8. VIEWING HOURS WORKED
Employees can view their hours worked from any clock or computer in the District.
• To view your hours from the time clock – click the ‘view’ button on the time clock and enter your TUSD ID number or swipe your TUSD badge. Follow the prompts to view cumulative time for the current week.
• To view your hours from a district computer browse to: http://ip-time-web-02/app/webclock/#/EmployeeLogOn

Enter your TUSD ID number in the field provided. Click the Log into Dashboard button and follow the on-screen instructions to view your cumulative time for the current week or any prior weeks.

• Check the E box to verify that you have reviewed your Time and it is correct. This is your Electronic Signature.

9. FALSIFICATION, TAMPERING, AND UNAUTHORIZED VIEWING
The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.
• Any attempt to tamper with timekeeping hardware or software.
• Punching in or out for another employee (a.k.a. “buddy punching”).
• Interference with another employee’s use of the Time Clock Plus system.
• Unauthorized viewing of another employee’s time in the Time Clock Plus system.
• Punching in or out from an unauthorized location.
10. MISSED PUNCH/CLOCK PROBLEMS
If an employee misses a punch they are able to correct their missed punch in or out when they clock out or in. The system will inform them that they have missed a punch and prompt them to correct it. Instructions can be found on the district intranet page by click on the Timmy Timeclock icon and then Time Clock Basics for TUSD Employees.

If an employee is unable to punch in or out because of a time clock malfunction, or other reason, it is the employees responsibility to immediately inform their Time Clock Editor and complete the Time Clock Adjustment form. In this situation, the Time Clock Editor will manually correct the clock in or clock out information. The Time Clock Editor will notify TS of any clock problems or malfunctions.

11. LUNCHES
All non-exempt employees working longer than 7 hours per day are entitled and expected to take a duty free lunch period each day. The duty free lunch should be a minimum of 30 minutes in length.
- The lunch period is considered unpaid time and employees must clock in and out.
- The lunch period is to be a duty free break for the employee and must be a minimum of 30 minutes in length.
- Due to the nature of some district positions, exceptions to the lunch period may be made with the approval of the employee’s supervisor and Human Resources department.

12. BREAKS
Non-exempt employees are allowed paid breaks during their shift as defined by their work schedule and their supervisor.

13. UNREPORTED HOURS
The FLSA does not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours worked must be reported using the Time Clock Plus electronic timekeeping system. Any time spent working while not clocked in (a.k.a. “working off the clock”) is strictly prohibited. Employees are required to clock in before performing any work and are not permitted to clock out until all work has stopped. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination.

Examples of “working off the clock” may include:
- Forgetting to clock in or out.
- Voluntarily continuing to work at the end of regular working hours.
- Taking work home to complete on the weekend or in the evening.
- Checking/Reading/Reviewing work-related email s or listening to work-related voicemail messages while away from the office or workplace.
- Answering phones, emails, or attending to customers while clocked out for a lunch break.

Once an employee has clocked in, he/she is responsible for starting work. When a shift has been completed, it is the employee’s responsibility to clock out. Employees conducting personal business or simply not working while clocked in may be considered “riding the clock” and could be subject to
corrective action up to and including termination. Some departments require employees to leave their workstation for lunch and breaks. Check with your supervisor regarding the policy in your area.

14. PROCESSING OF ELECTRONIC TIME REPORTS
The TUSD Time & Attendance Office will close the work week in Time Clock Plus according to a preset schedule Thursday at 12:00 AM and runs through Wednesday at 11:59 PM. Time Clock Editors must resolve all missed punches, reconcile and enter all leave taken, and review clock hours for their staff on the Thursday by NOON following the close of a pay period. It is imperative that employees complete any necessary Time Clock Adjustment forms and enter any Leave Requests into Time Clock Plus in a timely manner.

15. DISPUTES OVER TIME CLOCKED IN OR OUT
In the event an employee has a dispute over time clocked in or out, they should bring it to the attention of their supervisor immediately. The Time Clock Plus electronic time tracking system provides a log to assist in validating times and locations of all employee swipes. Any dispute that cannot be resolved using the logs should immediately be reported to the Human Resources Department.

16. COMPENSATORY TIME
The Tucson Unified School District allows the accrual or use of Compensatory Time. With supervisor approval, employees may flex their hours within a single time clock week if necessary. Or pre-approved overtime maybe converted to Compensatory time. To convert OT to Comp time a Time Edit Form must be filled out and submitted to the editor by Noon on the pay period end date. The editor will need to submit a Payroll Adjustment ePAR by 4:00 PM on the Pay period end date (Wednesday). **NOTE:** PAYROLL WILL ONLY CONVERT OT OVER AN HOUR TO COMP TIME.

17. HOLIDAYS
Employees who are eligible for paid holidays will have those days manually entered into the Time Clock Plus system by the Time & Attendance Department.

18. LEAVE
Employees who are eligible for paid leave and do not need a substitute, must use Time Clock Plus to request and receive approval for paid leave. Leave approvals must be completed by the employee prior to the end of the pay period in order to be included on their check. Leave submitted after the close of a pay period will require a Time Edit Form be submitted and will be paid on the next available pay period.

In no instance, may approved leave hours and actual time worked exceed allocated position amounts or put an employee into an overtime situation. In the event that approved leave hours and actual time worked do exceed an employee’s allocated position amount or create an overtime situation, the Time Clock Editor will make the appropriate adjustment to leave hours to bring the weekly total into compliance. Any reduction in leave hours by an Editor will be communicated to the employee. Leave eligibility guidelines are contained in the Employment Agreements.
19. **OVERTIME**
Unauthorized overtime is prohibited. Any time worked by an employee that exceeds the employees budgeted position hours must be approved by the employee’s immediate supervisor prior to the time being worked. All approved overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the Time Clock Plus electronic timekeeping system using straight time or time-and-a-half, based on the hours worked in the Time Clock Week. Overtime eligibility guidelines are contained in the Employment Agreements.

20. **TIME CLOCK EDITORS**
Time Clock Editors are appointed by the Site Administrator as those responsible for monitoring and editing the time clock records for a worksite. This includes:
- Collecting, verifying, and maintaining the Time Clock Adjustment forms
- Editing employee’s time as needed to correct missed punches and incorrect punches.
- Adding timesheet entries to record paid leave days when a Time Edit Form is submitted by the employee.

If you are unsure who the Time Clock Editor is for your worksite, please check with your supervisor.

21. **TIME CLOCK SUPERVISORS/APPROVERS**
Time Clock Supervisors/Approvers are assigned by TUSD Leadership and are responsible for monitoring and approving the electronic time and attendance information for their site each period. Time cannot be released for Payroll Processing without manager approval. Approval by a Time Clock Supervisor/Approver certifies that the time submitted to the payroll office is correct.

22. **TIME CLOCK ADJUSTMENT FORM**
Any corrections to time that occur PRIOR TO THE END OF THE PAYROLL CYCLE require a Time Clock Adjustment form. The form must be completed by the employee and signed by the employee’s supervisor prior to the Time Clock Editor making any change to the employee’s time. The Time Clock Adjustment form is kept on file with the employee’s editor and the employee is provided with a copy. Examples of changes would include:
- Correcting missed punches
- Adjusting the clock in or clock out times
- When an employee clocks on the wrong job code

23. **PAYROLL EXCEPTION FORM**
Any corrections to time that occur AFTER THE END OF THE PAYROLL CYCLE will require a Time Edit form. The form must be completed by the employee and signed by the employee’s supervisor. When completed, the employee should keep a copy of the form and submit the original to the site editor. The Editor or Supervisor will need to do a Payroll Adjustment EPAR for the employee. Payment will be received on the next available payroll run.
24. **VOLUNTEERS**
Volunteers are generally described as individuals who perform hours of service without promise, expectation or receipt of compensation for services rendered. TUSD Volunteers are not subject to the FLSA and therefore do not record their time using the Time Clock Plus electronic time reporting system.

25. **EMPLOYEE BADGES**
A TUSD ID badge represents employment with the District and all TUSD employees are issued a TUSD ID badge upon hire. Employees may wear an additional ID badge issued by their work or school sites. The site issued badge may be worn in addition to the official TUSD ID badge but in no way may substitute for the District issued badge.
- Employees are required to maintain and display the school district issued identification badge at all times while on school property.
- Employees are to wear their badge in a visible location either at or above the waist.
- Under no circumstances may an employee permit their ID badge to be used by another person.
- Employees who repeatedly report to work without their TUSD ID badge or employees who refuse to wear the badge may be subject to corrective action.
- Anyone who terminates his/her employment with TUSD must immediately return his/her badge to the appropriate administrator or the Human Resources office.
- Worn badges can be replaced free of charge at the Human Resources Department.

26. **TRAINING**
Employee training on how to use the Time Clock Plus system will be provided to all employees as part of new hire orientation. Any additional training will be provided on request by the Human Resources Department on an “as needed” basis. Any request for training should be directed to the employees Supervisor or the Human Resources Department.

27. **TIME CLOCK SYSTEM AUDITS**
Time Clock Plus data is subject to annual external audit and may be monitored by a third party to verify compliance. Additionally, the TUSD Payroll Department in conjunction with the Human Resources Department will monitor Time Clock Plus data on a regular basis and review for irregularities or patterns. Any irregularities and/or patterns will be reported to the Time Clock Approver/Supervisor and all findings will be investigated.

28. **ABSENCES FROM DUTY**
Your attendance is extremely important to the success of TUSD. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize however that, on occasion, an absence from duty or a late start may be unavoidable. Time Clock Plus is an electronic timekeeping system and as such does not remove the need for employees to report their absences when they are away from or late to their worksite. Your supervisor will direct you on the appropriate method of reporting an absence from duty.
29.  ADDING AND REMOVING EMPLOYEES FROM SYSTEM
The ePAR system drives when employees are added, changed or removed from the Time Clock Plus system.

- New employee orientation is on Thursday. Typically, employees are ready to clock within 24 to 48 hours after the ePAR is marked HR complete. If employee paperwork is delayed and the employee has not yet been entered into the Time Clock Plus system, they should complete the Time Edit form for any hours worked until they can clock and give it to their editor.
- Terminated employees will be removed from the system within 24 hours of the Termination ePAR reaching the ‘HR Complete’ status.
- Transferring employees will be updated in the system within 24 to 48 hours of the Current Employee Assignment or Pay Change ePAR reaching the ‘HR Complete’ status.

30.  DEFINITIONS

Non-exempt Employee – Determined by FLSA and include but are not limited to clerical, aides, bus drivers, managers, HVAC workers, maintenance workers, cafeteria workers, clerks, etc. (Please contact the Human Resources Department if you have questions about a specific position designation).

TUSD ID Number – Unique number that is assigned to each TUSD employee upon hire.

iVisions – Web based Employee Self Service application used by TUSD.

Flexing Time/Hours – Adjusting or sliding regularly scheduled times as needed either by the employee or by the Supervisor. Hours can be flexed with Supervisor approval within a single pay week.

Hourly Paid Supplemental – Any work done on a supplemental or temporary basis that is paid by the hour.
31. FREQUENTLY ASKED QUESTIONS

If I work and do not use the clock to record my time, how will I get paid?

If the work was performed in the current pay cycle – the employee must complete the Time Edit form and submit the form to their Editor. The time will be entered into the Time Clock Plus system and the employee will be paid on the next regular cycle. If it is after the period has closed the Editor will need to submit a Payroll Adjustment ePAR in which time will be paid on the next regularly scheduled payroll cycle.

If the work was performed prior to the current pay cycle – the employee must complete a Time Edit form and submit the form to their site Editor. The Editor will need to submit a Payroll Adjustment ePAR in order for the employee to be paid. The employee will be paid on the next regularly scheduled payroll cycle.

What happens if I can’t find my Supervisor to sign my forms?
The Time Edit form require the Employee and the Supervisor’s signature for payment. Forms submitted without the required signatures will be returned and payment will be delayed.

I tried to Clock in but I didn’t see my job code, what do I need to do?
If you have been given instruction to report to work, it is assumed that the Employee Personnel Action Request (ePAR) has been completed and your job code has been entered into the system. If you have confirmed with your Supervisor that your ePAR was approved and it is during normal business hours, your Editor and fill out a Time Edit form. Your Editor can contact the Time and Attendance Office to inquiry about your job code. If it is before or after normal business hours, fulfill your assigned duties and submit a completed Time Clock Adjustment form to your Supervisor no later than the next business day.