

Cape Girardeau Public School District No. 63

TimeClock Guidelines for Hourly Employees

We've introduced this time-keeping system at Cape Girardeau School District to help ensure that all hourly staff are compensated for the time they work. For this system to work to its fullest potential, all non-exempt employees (except bus monitors) are required to follow the guidelines outlined below.

Daily Clock In/Out Requirements

It is the responsibility of all non-exempt employees (except bus monitors) to:

- Clock in and clock out for their own scheduled shifts.

Clock Problems

If an employee is unable to punch in or out because of a time clock malfunction or accidental oversight, it is the employee's responsibility to immediately inform his/her supervisor.

Working Overtime

Except in emergency circumstances, prior permission to work overtime should be approved in writing by the department manager.

Falsification, Tampering and Unauthorized Viewing

Any falsification, tampering or unauthorized viewing of time clock records is grounds for disciplinary action, up to and including termination.

This includes, but not limited to:

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in for another employee who is absent or late.
- Anyone interfering with other employees' use of the TimeClock system

TimeClock Questions:

Amanda Fuller, Payroll Specialist
fullera@capetigers.com
X1022

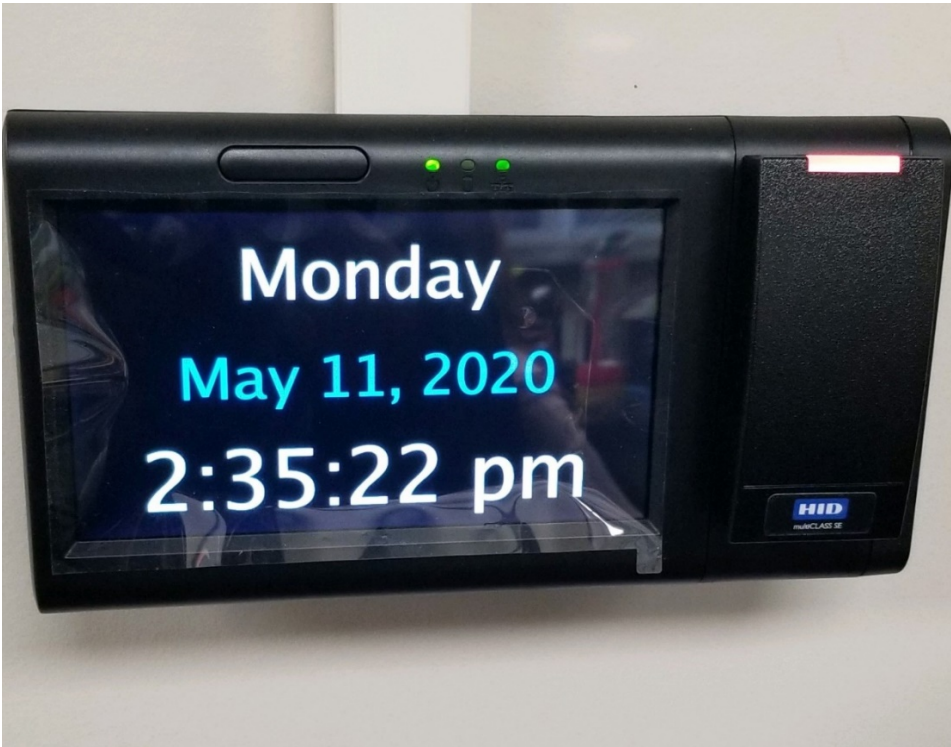
Lindsey Dudek, Chief Financial Officer
dudekl@capetigers.com
X1017

Employee acknowledgment of and agreement to comply with Cape Girardeau School District Employee TimeClock policy.

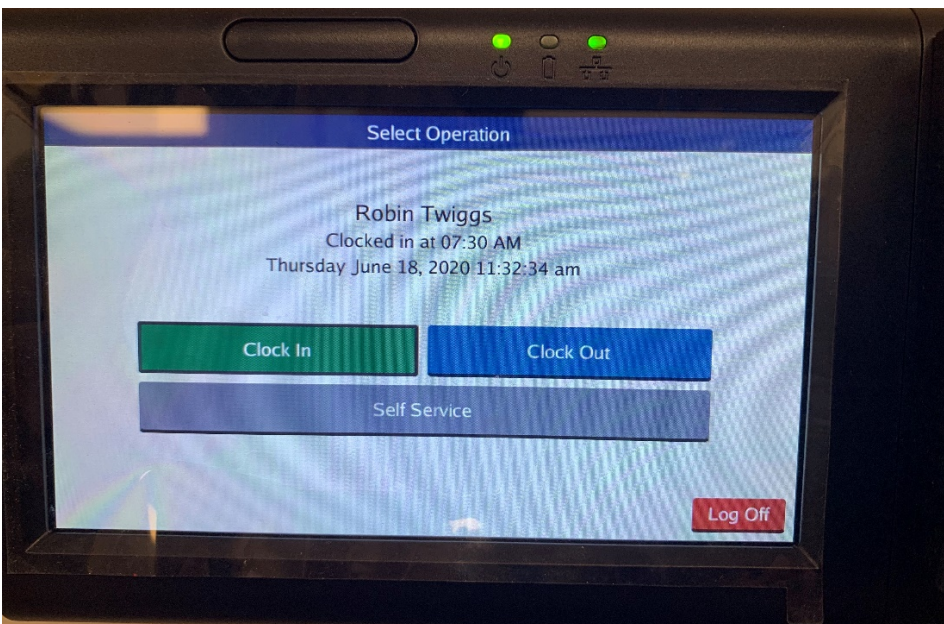
Employee Signature: _____ Date: _____

Clocking In

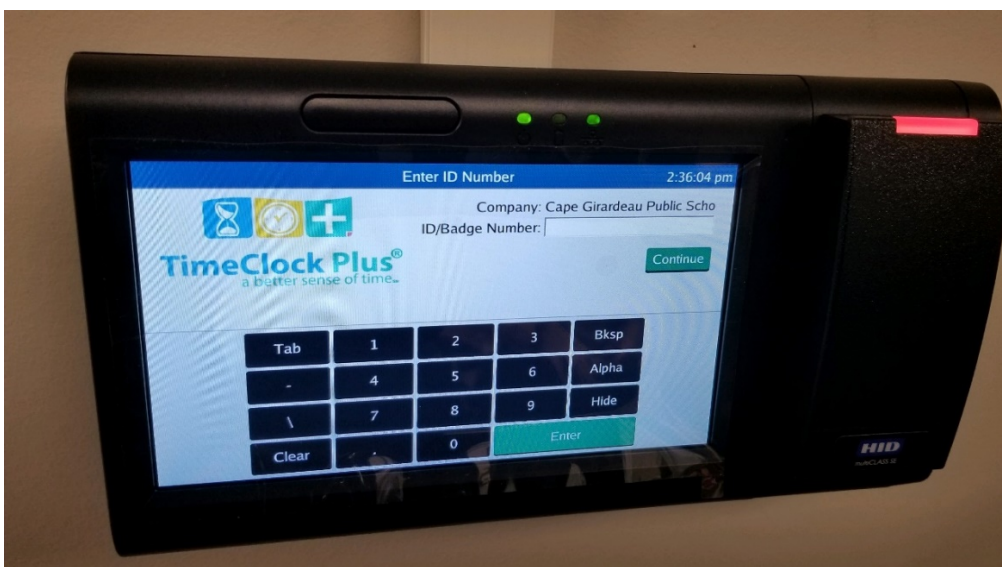
1. Swipe your ID badge, confirm the name is correct and select "Clock In"



TimeClock in rest mode



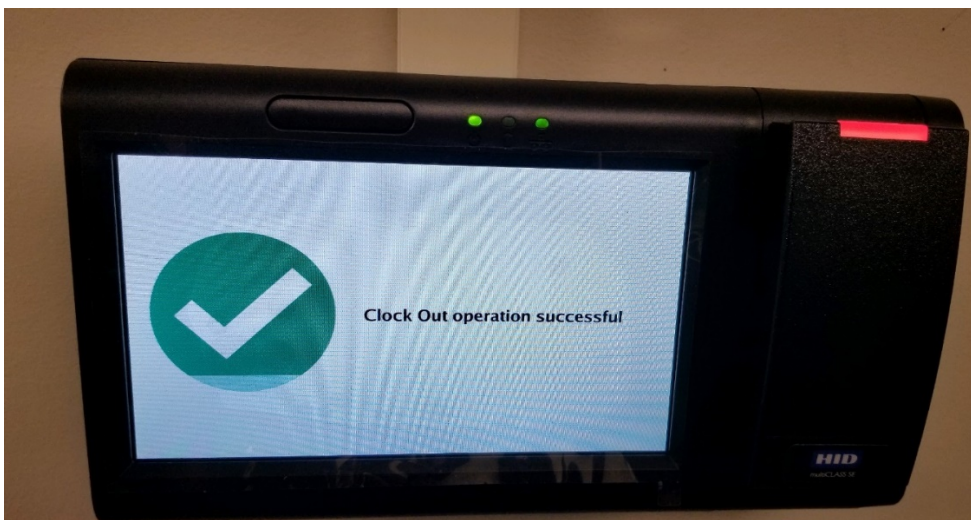
2. Clock In successful



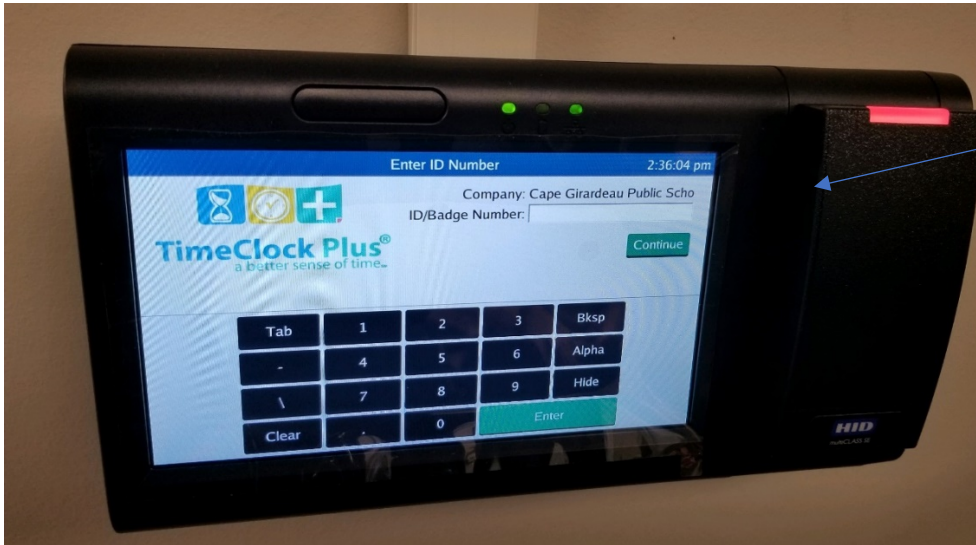
TimeClock screen
after successful clock
in/out.

Clocking Out

3. Swipe your ID badge, confirm the name is correct and select "Clock Out"

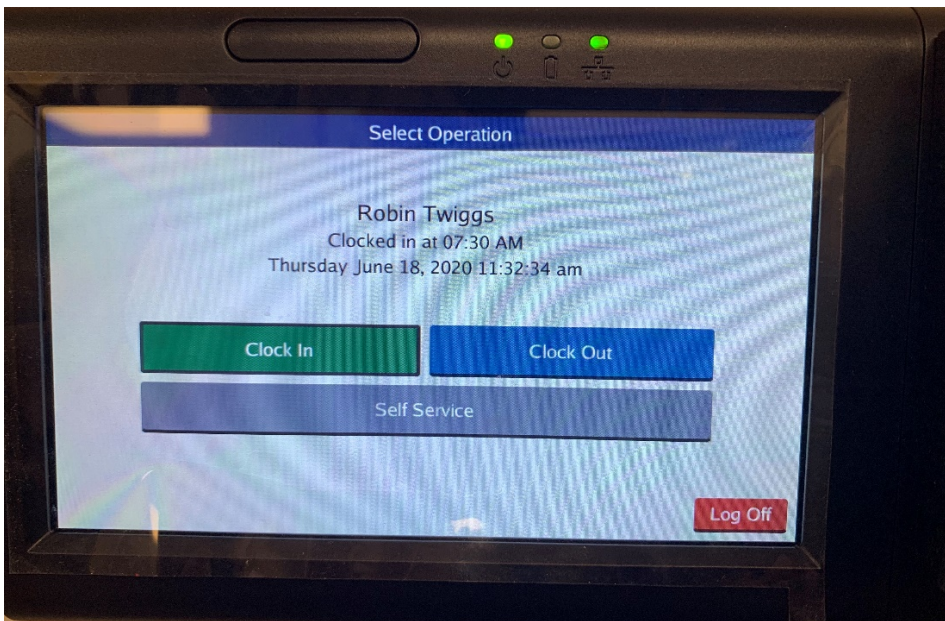


Clocking In Manually



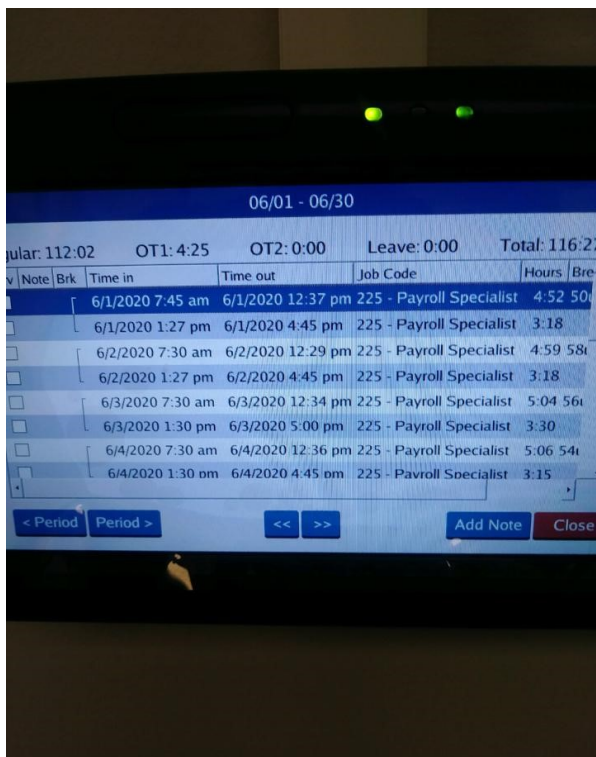
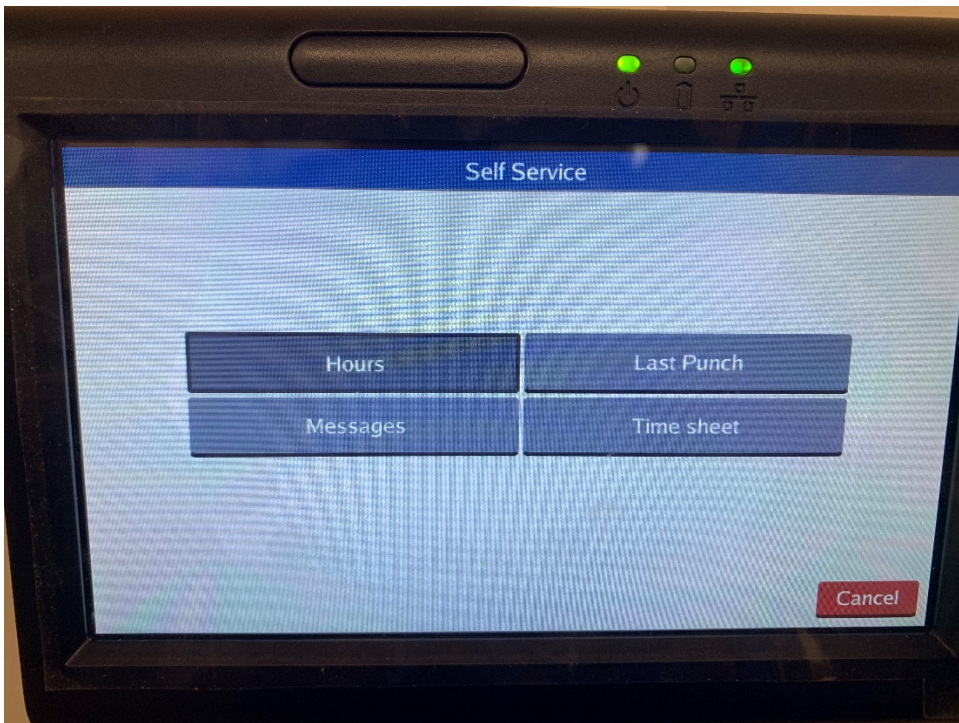
Forgot your badge?
Tip: memorize your
5-digit badge ID
number!

1. Enter your 5-digit badge number (located on back of your ID badge); then, press enter or continue.
2. Confirm the name is correct and select “Clock In”.
3. If you have multiple jobs (ex: Nutrition Service Cook and Manager), you will be prompted to select the appropriate job code and select “Continue”.



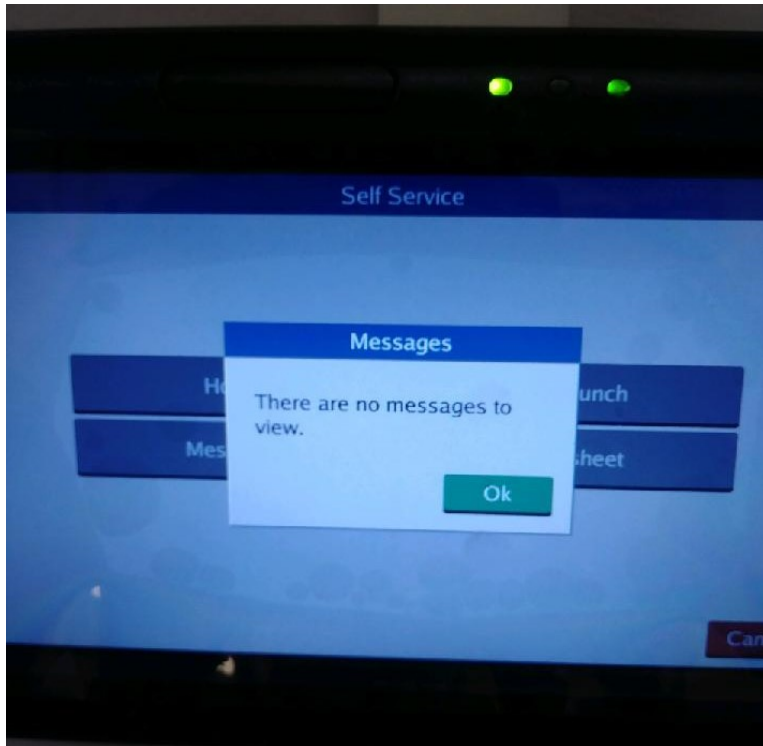
Self Service Features

Self Service allows you to view your hours, last punch, messages and time sheet.

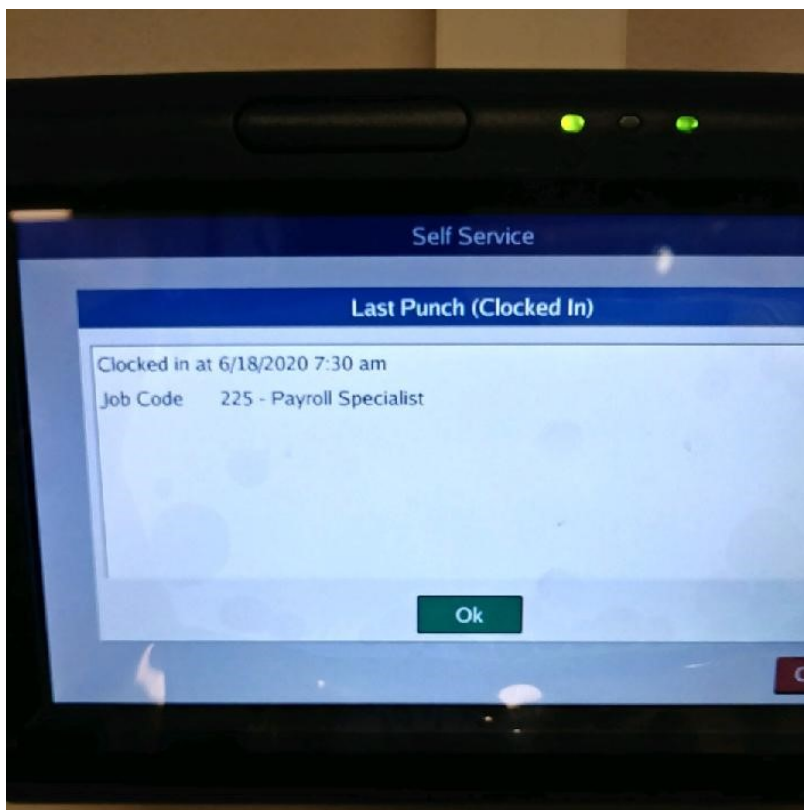
A photograph of a computer monitor displaying a detailed 'Hours' screen. The screen shows a summary of hours worked for the period 06/01 - 06/30. At the top, there is a blue header with the date range. Below the header, a summary row shows: Regular: 112:02, OT1: 4:25, OT2: 0:00, Leave: 0:00, and Total: 116:27. Below this is a table with columns: v, Note, Brk, Time in, Time out, Job Code, and Hours. The table lists several rows of data for the month of June 2020. At the bottom of the screen, there are navigation buttons: '< Period', 'Period >', '<<', '>>', 'Add Note', and 'Close'.

| 06/01 - 06/30 | | | | | | |
|---|------|-----|------------------|-------------------|--------------------------|---------|
| Regular: 112:02 OT1: 4:25 OT2: 0:00 Leave: 0:00 Total: 116:27 | | | | | | |
| v | Note | Brk | Time in | Time out | Job Code | Hours |
| <input type="checkbox"/> | | | 6/1/2020 7:45 am | 6/1/2020 12:37 pm | 225 - Payroll Specialist | 4:52 50 |
| <input type="checkbox"/> | | | 6/1/2020 1:27 pm | 6/1/2020 4:45 pm | 225 - Payroll Specialist | 3:18 |
| <input type="checkbox"/> | | | 6/2/2020 7:30 am | 6/2/2020 12:29 pm | 225 - Payroll Specialist | 4:59 58 |
| <input type="checkbox"/> | | | 6/2/2020 1:27 pm | 6/2/2020 4:45 pm | 225 - Payroll Specialist | 3:18 |
| <input type="checkbox"/> | | | 6/3/2020 7:30 am | 6/3/2020 12:34 pm | 225 - Payroll Specialist | 5:04 56 |
| <input type="checkbox"/> | | | 6/3/2020 1:30 pm | 6/3/2020 5:00 pm | 225 - Payroll Specialist | 3:30 |
| <input type="checkbox"/> | | | 6/4/2020 7:30 am | 6/4/2020 12:36 pm | 225 - Payroll Specialist | 5:06 54 |
| <input type="checkbox"/> | | | 6/4/2020 1:30 pm | 6/4/2020 4:45 pm | 225 - Payroll Specialist | 3:15 |

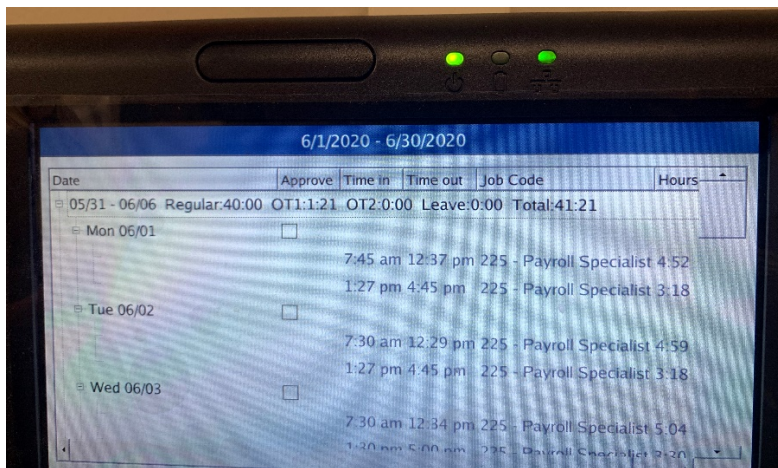
Hours Screen (To view hours worked)



Message Screen (To view messages)



Last Punch Screen (To view most recent punch.)

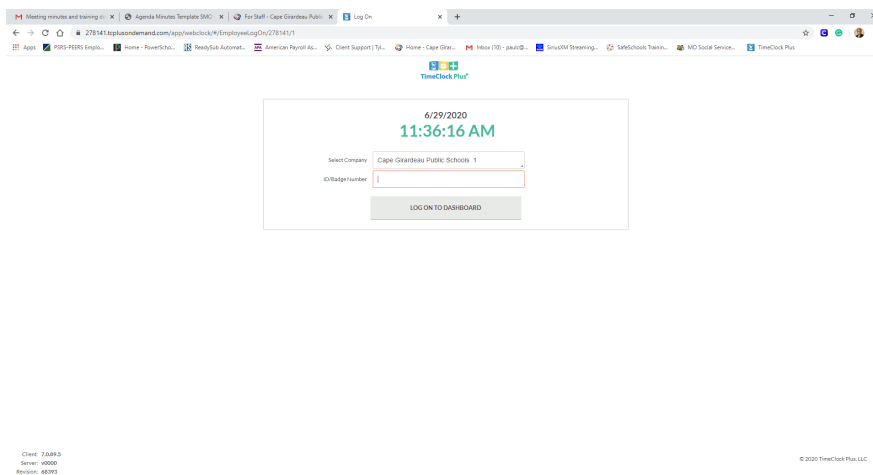


Time Sheet Screen (To review/ approve time worked)

WebClock Application Instructions

From the WebClock you can view your last punch, and view and approve your hours. We suggest you approve your hours weekly.

Link: <https://278141.tcplusondemand.com/app/webclock/#/EmployeeLogOn/278141/1>



My Dashboard Screen

My Dashboard

278141.tcplusondemand.com/app/webclock/#/Dashboard

PSRS-PEERS Emplo... Home - PowerScho... ReadySub Automat... American Payroll As... Client Support | TyL... Home - Cape Girar... Inbox (10) - paulc@...

TimeClock Plus®

Timmy Timeclock
Clocked out
6/29/2020 11:43:47 AM

Log Off

VIEWMANAGE TIME SHEET

MY DASHBOARD

Refresh

MY HOURS

(26:39)

9/9

Time

Job Code

Total

03/19 08:07 A - 09:10 A

105 - Accounts Payable Specialist

1:03

03/19 09:10 A - 09:10 A

105 - Accounts Payable Specialist

0:00

03/20 09:54 A - 05:00 P

105 - Accounts Payable Specialist

7:06

05/27 07:00 A - << Time

10 - Vacation

4:30

MY MESSAGES

1/1

Read

Sent By

Message

View

MANAGER

This is a message.

View Hours Screen

View Hours

278141.tcplusondemand.com/app/webclock/#/ViewHours

PSRS-PEERS Emplo... Home - PowerScho... ReadySub Automat... American Payroll As... Client Support | TyL... Home - Cape Girar... Inbox (10) - paulc@...

TimeClock Plus®

Timmy Timeclock
Clocked out
6/29/2020 11:45:16 AM

Log Off

VIEWMANAGE TIME SHEET

HoursLast PunchMessages

VIEW HOURS

Navigate Period

< >

Prev Next

Download

Regular 6:00OT1 0:00OT2 0:00Comp Time 0:00Leave 4:00Total 6:00

06/01 - 06/30

Showing 4 records of 4

| Comp Time | Time In | Time Out | Hours | Shift Total | Week Total | Job Code |
|-----------|--------------------|--------------------|-------|-------------|------------|-----------------------------------|
| | 6/17/2020 07:00 AM | 6/17/2020 08:45 AM | 1:45 | 1:45 | | 105 - Accounts Payable Specialist |
| | 6/17/2020 08:30 AM | 6/17/2020 08:45 AM | 0:15 | 0:15 | | 105 - Accounts Payable Specialist |
| | 6/17/2020 08:45 AM | 6/17/2020 08:45 AM | 0:00 | 0:00 | | 105 - Accounts Payable Specialist |
| | 6/18/2020 07:00 AM | << Time sheet >> | 4:00 | 4:00 | 6:00 | 15 - Sick |

Last Punch Screen

The screenshot shows the 'Last Punch (Clocked Out)' screen. The browser address bar displays the URL: 278141.tcplusondemand.com/app/webclock/#/ViewLastPunch. The application header includes the 'TimeClock Plus' logo, a navigation bar with 'VIEW' and 'MANAGE TIME SHEET' tabs, and a user profile for 'Timmy Timeclock' who is 'Clocked out' on '6/29/2020 11:45:46 AM'. A 'Log Off' button is visible. Below the header, a sub-header shows 'LAST PUNCH (CLOCKED OUT)' with a help icon. The main content area contains a box with the following information:

Timmy Timeclock

Clocked in at 6/17/2020 08:45 AM
Clocked out at 6/17/2020 08:45 AM
Job Code 105 - Accounts Payable Specialist

View Messages Screen

The screenshot shows the 'View Messages' screen. The browser address bar displays the URL: 278141.tcplusondemand.com/app/webclock/#/ViewMessages. The application header is identical to the previous screen. Below the header, a sub-header shows 'VIEW MESSAGES' with a help icon. The main content area displays 'Showing 1 records of 1' and a 'Mark as read' button. A table lists the messages:

| View | Read | Date Sent | Message | Sent By |
|------|--------------------------|------------|--------------------|---------|
| | <input type="checkbox"/> | 06/17/2020 | This is a message. | MANAGER |

Manage Time Sheet Screen

The screenshot shows the 'Manage Time Sheet' screen. The browser address bar displays the URL: 278141.tcplusondemand.com/app/webclock/#/ManageTimesheet. The application header is identical to the previous screens. Below the header, a sub-header shows 'MANAGE TIME SHEET' with a help icon. The main content area displays a date range '06/01/2020 - 06/30/2020' and a 'Navigate Period' section with 'Previous' and 'Next' buttons. A 'Display weekends' checkbox is also present. A table shows the time sheet data for the selected period:

| Regular | OT1 | OT2 | Comp Time | Leave | Total |
|---------|------|------|-----------|-------|-------|
| 14:00 | 0:00 | 0:00 | 0:00 | 12:00 | 14:00 |

Below this, the time sheet is broken down by week:

05/31 - 06/06

| Regular | OT1 | OT2 | Comp Time | Leave | Total |
|---------|------|------|-----------|-------|-------|
| 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |

Mon 06/01 0:00 Tue 06/02 0:00 Wed 06/03 0:00 Thu 06/04 0:00 Fri 06/05 0:00

06/07 - 06/13

| Regular | OT1 | OT2 | Comp Time | Leave | Total |
|---------|------|------|-----------|-------|-------|
| 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |

Mon 06/08 0:00 Tue 06/09 0:00 Wed 06/10 0:00 Thu 06/11 0:00 Fri 06/12 0:00

06/14 - 06/20

| Regular | OT1 | OT2 | Comp Time | Leave | Total |
|---------|------|------|-----------|-------|-------|
| 6:00 | 0:00 | 0:00 | 0:00 | 4:00 | 6:00 |