Non-Exempt Time Card Training

2015-16
From the district’s home page, select departments and go to the Payroll BOPM.

The Payroll BOPM is a good resource for all employees. The list is alphabetical and you can find answers regarding your payroll, leave, and deductions as well as the time card for your position.
Time Card Information

From the Payroll BOPM you can review examples of time cards, time card procedures, Q & A, the time card trainings, and access the appropriate time card for your position. For campus paraprofessionals, the correct time card is the Non-Exempt employee time card.

- Time Card Example: Exempt Employee Trade Days
- Time Card Example: Non-Exempt Comp Time
- Time Card Example: Non-Exempt Trade Days
- Time Card Forms
- Time Card Procedures
- Time Card Questions & Answers
- Time Card Training for Non-Exempt(PDF)

IMPORTANT: Please use a new time card each payroll cycle. You should not type over the previous time card.
Non-Exempt Time Card Instructions

• Enter Name on the Time Sheet
• Enter Lawson ID# on the Time Sheet.
• Enter Department Name on the Time Sheet.
• Enter the Ending Date of the Weekly Pay Period.
• *If you have a balance* enter your Beginning Comp / Trade Time Balance.
• Enter your time in the IN / OUT spaces using the drop down arrow to select the appropriate time.
Quarter Rounding Rule

- Time is recorded to the nearest quarter of an hour. **NEAREST QUARTER ROUNDING RULE:** Take the exact time (hours and minutes) and round that number either up or down based on the table below.

<table>
<thead>
<tr>
<th>Minute</th>
<th>Round</th>
<th>Minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 7</td>
<td>Rounds down to</td>
<td>0</td>
</tr>
<tr>
<td>8 to 14</td>
<td>Rounds up to</td>
<td>15</td>
</tr>
<tr>
<td>16 to 22</td>
<td>Rounds down to</td>
<td>15</td>
</tr>
<tr>
<td>23 to 29</td>
<td>Rounds up to</td>
<td>30</td>
</tr>
<tr>
<td>31 to 37</td>
<td>Rounds down to</td>
<td>30</td>
</tr>
<tr>
<td>38 to 44</td>
<td>Rounds up to</td>
<td>45</td>
</tr>
<tr>
<td>46 to 52</td>
<td>Rounds down to</td>
<td>45</td>
</tr>
<tr>
<td>53 to 59</td>
<td>Rounds up to</td>
<td>60</td>
</tr>
</tbody>
</table>
Absences

• Click on the drop down arrow to enter the appropriate Absence Reason. Click on the drop down arrow to enter the number of Absence Hours.

• Employees **can not** use an absence to bring the total hours for the day over 8. This will create additional hours.

• Your campus may require the Job # from SEMS to be recorded on the time card. This is a site-based decision.

• For weeks such as the Thanksgiving week, code the 23rd thru the 27th as a "Non Working Day". Be sure to enter the Absence Hours by using the drop down arrow.
Compensatory Time and Overtime

• Compensation for hours worked over 40 in a work week may either be given as *overtime pay* or as *compensatory time off*.

• A supervisor may offer comp time off in lieu of overtime pay. However, the employee has the right to accept or decline comp time and receive pay at time and one half.

• The district’s standard work week for pay computation purposes is 12:01 a.m. Monday through 12:00 midnight Sunday.

• The employee is responsible for maintaining an accurate comp time balance. By signing the time card the Supervisor approves the earning and usage of comp time.

*******Refer to Payroll BOPM for detailed policy regarding Rest or Break Periods, Meal Period, Determining Whether or Not an Employee is Eligible for OT, and Computing OT and/or Additional Straight Time.*******
Time absent from the job, or time off for a holiday is not counted towards overtime. Labor Day is not a paid day, it is a non-working day, 2 hours are paid as straight time.
Compensatory Time and Overtime

• Employees in a non-exempt position must obtain supervisor’s approval **prior** to working overtime.

• Employees who work overtime without the supervisor’s approval must be paid for hours worked, but may be subject to disciplinary action.
TRADE DAY for Non-Exempt

For circumstances that require “flexibility” in the scheduled work days the district has made trade days available to non-exempt positions.

**Trade Days – Non-Exempt Employees**

- Prior written approval for specific dates must be obtained from the appropriate Associate Superintendent for any trade days requested to be earned or used by any non-exempt employee.
- Trade days may be earned starting August 1 and must be used prior to their last scheduled duty day.
- Any trade days not used by their last scheduled duty day must be paid with campus or department funds.
- Any trade days used and not earned by their last duty day will result in a deduction of available leave balances. If a leave balance does not exist, the employee will be docked.
- The earning of trade days shall not be allowed for medical reasons due to consequences with FMLA.
- Employees shall work their scheduled number of duty days during the school year.
- Trade days cannot be earned on scheduled duty days.
- Earned trade days must be used by their last scheduled duty day and cannot be carried over to the next school year.
- Trade days should be earned for alternative work assignments and not for personal reasons such as planning vacations.
- Trade days for paraprofessional employees may be earned prior to their first duty day or during a week the employee is not scheduled to work such as Thanksgiving, Christmas, and Spring Break. Any exceptions must have prior written approval of the Superintendent. Again, this work must be scheduled by the supervisor and not “Call Out” as that is covered under separate Board Policy as emergency pay and must be paid at time and one-half for a minimum of three hours.
- Early registration pay may be handled as Trade Days or may be paid with campus funds.
- Additional days worked after the final scheduled duty day must be paid with campus or department funds as this does not fall under trade days.
- Trade days are not the same as Comp Time. Comp Time is only earned when a Non-Exempt Employee works in excess of 40 hours for the week. Comp Time is compensated with either time off or pay at time and one-half.
- Trade days should be recorded on the excel time card as earned and used. Trade time earned and used shall be entered in Lawson each payroll period by the appropriate payroll secretary.
Trade Day Examples

• Paraprofessional is asked to work pre-registration.

• Paraprofessional is asked to report earlier than scheduled.

• Paraprofessional is approved to attend a professional conference during spring break.

The ASCD must approve all trade day requests
“Opening Balance”

- The Comp Time and Trade Time Opening Balance is the previous time card’s ending balance.

<table>
<thead>
<tr>
<th>Payroll Cycle 1 – Ending</th>
<th>Payroll Cycle 2 Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comp Time Opening Balance</strong></td>
<td><strong>Comp Time Opening Balance</strong></td>
</tr>
<tr>
<td>Comp Time Earned+</td>
<td>13.50</td>
</tr>
<tr>
<td>Less OT for Trade Day Hrs</td>
<td>21.75</td>
</tr>
<tr>
<td>Additional Straight Hours+</td>
<td></td>
</tr>
<tr>
<td>Comp Time Used-</td>
<td></td>
</tr>
<tr>
<td>Hours to Pay-</td>
<td>13.50</td>
</tr>
<tr>
<td>Comp Time Ending Bal</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Payroll Cycle 2 Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trade Day Hours Opening Balance</strong></td>
<td><strong>Trade Day Hours Opening Balance</strong></td>
</tr>
<tr>
<td>Trade Day Hours Earned 204</td>
<td>0.00</td>
</tr>
<tr>
<td>Trade Day Hours Used 204</td>
<td>16.00</td>
</tr>
<tr>
<td>Trade Day Hours Ending Balance</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Converting Comp Time to OT

- If Overtime/Comp Time hours are to be paid, enter the number of hours in the hours to pay box for each week. Your payroll timekeeper will enter the hours into Lawson.

- Hours will be earned as Comp Time earned if the hours to pay box has been left blank.

<table>
<thead>
<tr>
<th></th>
<th>Week-1</th>
<th>Week-2</th>
<th>Week-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time Opening Balance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Comp Time Earned</td>
<td>13.50</td>
<td>21.75</td>
<td></td>
</tr>
<tr>
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<td>Comp Time Ending Bal.</td>
<td>0.00</td>
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</table>
Why do I have to complete a time card?

It’s the law: Fair Labor Standards Act requires that the employer keep accurate time records for each non-exempt worker.

Which employees are required to keep time cards?

All non-exempt employees are required to keep a time card. All exempt employees are required to keep a time record. All administrators and directors are required to keep a time card.

Can I work 39 hours this week and make up the hour next week?

If an employee works only 39 hours and does not use any paid leave, then they will be docked for one hour.
Time Card Questions

What if you direct your paraprofessional not to work over 40 hours for the week, but her time card shows 42 hours worked?

The employee is still due the overtime pay or compensatory time. The supervisor has the right to follow the appropriate reprimand procedures and further violations may lead to termination.

When should comp time hours be used?

Board Policy DEC (Local) states that comp time earned must be used before any Local or State Personal hours are used. Comp time must be used by the employee’s last on duty day of the school year in which it was earned.

What if an employee knowingly violates the District’s policy on leaves and absences?

Any at-will or special assignment employee who knowingly violates the District's policy on leaves and absences shall be subject to dismissal. Falsifying a timecard is an example of this. Board Policy DEC (Local)
Do Non-Exempt employees need to sign in and out for lunch?

Office/clerical personnel and instructional aides assigned to a school campus, police officers and police dispatchers will work an eight-hour day with 30 minutes designated as "on-duty" lunch. All other non-exempt salaried employees will work an eight-hour day excluding time for lunch.

What if I am a campus paraprofessional and leave the building to make a quick run to McDonalds for lunch?

You sign out when you leave the building and sign in when you return. You are off the clock when you leave the building.

My paraprofessional position is split between multiple campuses. Do I have to record my in/out time for each trip to the different locations?

You sign out when you leave the building and sign in when you return. You are off the clock when you leave the building.
Resources

Payroll BOPM
http://www.pasadenaisd.org/FINANCE/$Payroll.htm

Guide to the Fair Labor Standards Act
http://www.dol.gov/

Board Policy
http://www1.pasadenaisd.org/education/staff/staff.php?sectionid=1501