

access TimeForce through Internet Explorer  
website: timeforce.besd.net

## Payroll Procedures

Hourly employees clock in and out for hours worked through TimeForce . Hours worked are to be checked weekly by the School Secretary, Special Ed Head Teacher, Head Custodian or Unit Manager. Punch times are never to be edited, but if necessary *Total Hours* for the day may be altered.

Example: Employee worked approved extra time on a day in a week that had a holiday. TimeForce did not recognize the extra because of the short work week. The extra hours may be moved from the actual day worked to another day in a full work week allowing TimeForce to calculate the comp time.

Hours over the approved number of hours will display as *comp time* - for hourly contracted (with benefits) Employees or *overtime 1* - for employees WITHOUT benefits. Comp time and Overtime 1 is not to occur unless preapproved by the appropriate Director, Manager, etc.

Note: If an employee is substituting for another employee, their hours should be captured in the applicable substitute dept. Substituting records the excess hours in comp time or overtime.

Paraprofessional (aides) may substitute for other paraprofessionals or Special Ed teachers in their school and receive their regular hourly rate. It is preferred that a Para transfers via the Time Cocks into the substitute dep

Timecards in TimeForce are to be verified by the Secretary as *Supervisor* and the Principal as *Director* by the **3rd of the following month**. Timecards have to be verified every month including the summer months.

There are two ways to verify time cards: 1. Time Card tab double click on Verification: Supervisor or Director 2. Time Card *tab* Supervisor *option* Verification report select correct month via the calendar select correct Department verify by employee or Verify All as Supervisor (Secretary) Director (Principal).

Note: If school is selected as Department, click the Inc Sub box all employees within the school will appear. An email is to be sent to the Payroll Clerk informing them that the time cards have been verified and reporting any exceptions or variances that occurred during the month.

In order to pay an hourly employee for their comp time, an absence "Comp Time PAID" must be created on a weekend day. This will remove the comp time hours from the employee's accrual and prompt a payment to the employee. Comp Time PAID hours are paid the 20th of the following month the absence was created.

## Substitute Para Procedures

For either the Department Head of Special Education or the School Secretary

Hourly Paras who substitute need to record their substitute hours in a separate dept. "Substitute Para". The "Substitute Para" code is the school number plus 166. Please note in punch comments who the Para substituted for.

Example: Century's "Substitute Para" department 104166.

Hours over the approved number of hours will display as *comp time* - for hourly contracted employees WITH benefits or *overtime 1* - for contracted employees WITHOUT benefits.

In order to pay an hourly employee for their comp time, an absence "Comp Time PAID" must be created on a weekend day. This will remove the comp time hours from the employee's accrual and prompt a payment to the employee. Comp Time PAID hours are paid the 20th of the following month the absence was created.

## Comp Time

An employee must have prior approval from their supervisor or principal to work over their contracted hours. It

is preferred that an employee use their comp time during the same week it is earned. Every effort should be made to use comp time within the same month. An employee is asked to use their comp time before any other type of leave. The employee's comp time balance needs to be zero at year end.

Hourly employees WITH benefits leave is in TimeForce (hour increments). The employees leave balances can be accessed through TimeForce [Employee] tab [Accruals] option.

## **Substitutes**

Teacher, Para & Lunch Worker substitutes are obtained through Smart Find Express. Custodian and sweeper substitutes have to be obtained by the employee who is absent.

Each morning the school secretary accesses Smart Find Express (SFX) online to see who is going to be absent that day and prints the daily SFX absent report. Each substitute reports for work to the school secretary. The school secretary has the substitute sign the SFX report. If a substitute is not on the SFX absent report, the secretary records the absence in SFX; otherwise, the substitute will not get paid.

At the end of each month, the secretary prints the absent sheets and has the employee sign their sheet. Once the absent sheets have been signed by the employee and the principal, the secretary sends the signed absent sheets to the district office by the **6th of the following month.**

Payroll information is sent in every month including the summer months.

## **Payroll Guidelines**

A classified employee CANNOT substitute for a teacher and receive their hourly pay rate. They will need a Smart Find Express job number and will be paid their daily substitute rate.

A classified employee who substitutes for another classified employee in their own job classification and school will receive their hourly rate and should clock into TimeForce under the appropriate substitute code location number 166 Example: 104166 is Century elementary Para substitute.

If an employee substitutes for anyone outside of their classification or school, they will be paid the substitute hourly rate of \$9.00 per hour.

Example: A resource para substitutes for a custodian. The resource para will be paid \$9.00 per hour for the custodian hours.

Lunch Workers who cannot find a substitute must contact their Unit Manager. The Unit Manager will call SFX under the Unit Manager's name to find the substitute for their Lunch Worker. The substitute will clock in on TimeForce using Dept. 196 (substitute lunch worker).

## **Substitute Teacher**

A Substitute Teacher is paid at a full day or half day rate of pay. A full day is 3.75 hours (3 hours 45 minutes) or more. A Substitute Teacher that works 21 consecutive days for the same teacher is paid an additional \$10 per day. If 21 or more 1/2 days receives an additional \$5 per 1/2 day.

All substitute Aides. in the Western schools: Teacher, Media, Prep, Special Ed etc. are paid \$9.00 per hour.

## **Substitute Mix-up**

If two substitutes are called in error:

Substitute Teacher that does not actually substitute receives 1/2 day pay (show up pay).

Substitute for an hourly (classified) employee that does not actually substitute receives 1 hour of substitute pay

## **Pay Dates**

Employees WITH benefits are paid the last banking day of each month, except in December when they are paid the day before the Christmas holidays begin. Employees WITHOUT benefits are paid the 20th of each month. If the 20th falls on a weekend or holiday, they are paid the previous banking day.

## **Building Supervision**

Contracted Custodians receive their regular rate of pay for Building Supervision. If they work more than 40 hours per week, they receive time and one-half of their regular pay rate. Cooks that do Building Supervision and work in the kitchen receive their regular rate of pay. All other personnel receive the rate of pay listed on the Substitute Salary Schedule for Building Supervision.

**Note: The check from the person, group or organization renting the building must be sent to the District Office Attn: Payroll.**

## **Other Information**

Custodians and Sweepers that work less than 40 hours per week and sub for a custodian or sweeper in their same school receive their regular rate of pay, but if they sub at another school they receive the substitute custodian/sweeper pay rate.

Natorium sweeper MAY work holidays. School sweeper MAY NOT work holidays.

A substitute bus aide is paid the pay rate listed on the Substitute Salary Schedule. If a contracted bus aide substitutes for a bus aide, they receive their regular rate of pay.

## **Home Bound**

Contracted teachers are paid their respective Category III hourly rate.

Certified teachers that are not contracted are paid the Category III Lane 1 Step 1 hourly rate.

Noncertified individuals are paid the pay rate listed on the Substitute Salary Schedule.

## **Personnel Action**

### **Lane Changes**

Effective July 1, 2004, the step an employee is on is no longer effected when they changes lanes. The step is the number of years the employee has been employed by the district.

If an employee is forced to change lanes, their current salary is frozen until the salary schedule catches up to their frozen rate of pay

Productivity - (Teaching Prep Period) is paid at Category I- The Teacher's current annual salary times 18.5% divided by 183 days = daily rate. Productivity payroll vouchers will only be paid at the end of each trimE

## **Ticket Takers**

Ticket Takers receive the rate listed on the Substitute Salary Schedule. If the employee has worked over 40 hours that week for the School District, the employee should receive overtime at the ticket takers rate.

Example: Ticket Taker rate \$11.00 multiply by 1.5 = \$16.50 per hour.

Ed Net Stipend \$400 per trimester 10 999 Yr 5801 1000 134.

## **Step Increases**

Classified employees who start after January 31st do NOT receive a step increase at the beginning of the next school year.

## **Overtime**

Employees who work more than one job for the School District receives overtime once they have worked a combined 40 hour week. **An employee is NOT to work over 40 hours per week.**

## **Principal Days In Western Schools**

Head Teachers in the Western Schools are allowed 7 Principal Days per year to be paid at their daily rate from the Salary Book.

## **Secretary Stipend**

Secretaries that share a Principal with another school receive an annual \$1,000 stipend. The stipend is approved and paid with the Administrators Staff Size Equity payments \$500 in January and \$500 in June.

## **Leave**

All absences for ***Classified Employees*** must be recorded in TimeForce. SFX is for finding substitutes.

All absences for ***Certified Employees*** must be recorded in SFX. SFX is for finding substitutes.

# Time Clock:

## Steps to enroll a finger template on V850 Time Clock:

1. Press "Menu" button
2. Press "Enter" button (1 ADMIN)
3. Enter number "8888"
4. Enter pin number "1111"
5. Press "2" - Manage Finger IDS
6. Press "1" - New Finger ID
7. Enter the employee's card number, then "Enter"
8. Put finger on the sensor (lay the finger on the reader where the ridge at front of reader is lined up with the crease at the first bend in finger).
9. Clock will display Quality (the higher the number the better the read. When satisfied with the read (90 or above), press the button below "YES"
10. Scan the finger one more time then accept by pressing the button below "YES"
11. Repeat steps 6-10 for next person.

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# TimeForce:

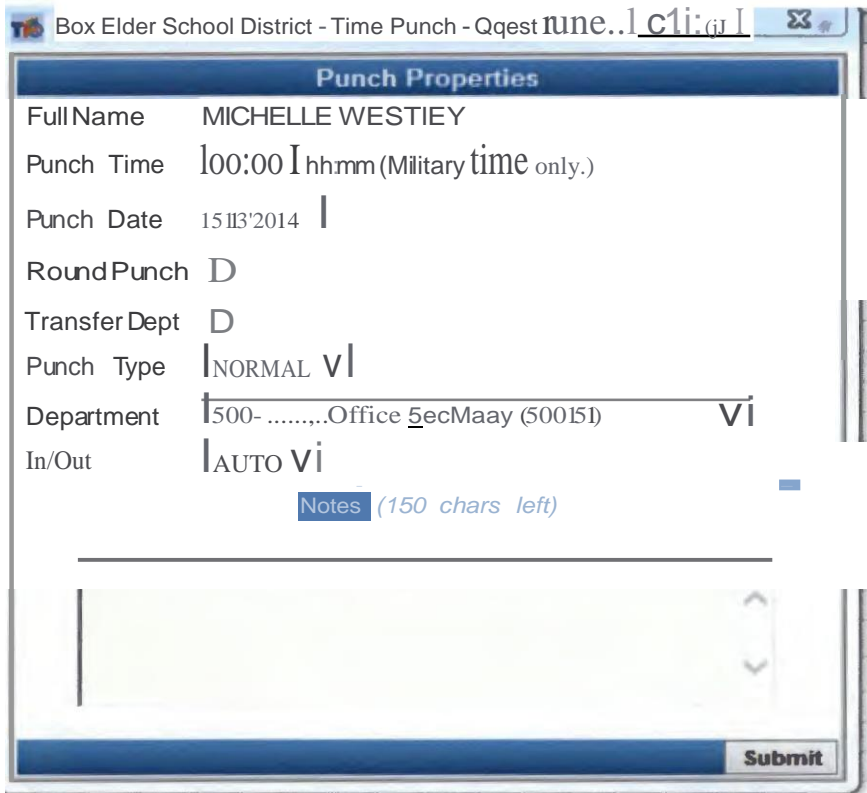
## Create an Employee's Punch:

Time Card tab



Find employee

Enter Punch option (line below the Time Card tab)



Box Elder School District - Time Punch - Qquest time..1.c1i: (J) I

Full Name	MICHELLE WESTIEY
Punch Time	100:00   hhmm (Military time only.)
Punch Date	15/13/2014
Round Punch	<input type="checkbox"/> D
Transfer Dept	<input type="checkbox"/> D
Punch Type	<input type="checkbox"/> NORMAL <input checked="" type="checkbox"/> V
Department	500- .....Office 5ecMaay (500151) <input checked="" type="checkbox"/> V
In/Out	<input type="checkbox"/> AUTO <input checked="" type="checkbox"/> V

Notes (150 chars left)

Submit

enter Punch Time: round to nearest quarter hour or click Round Punch  
enter Date

if applicable select another dept

note any comments

End Time: enter daily end time

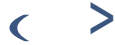
Days: click on applicable days of the week

click [Submit]

## Create an Employee's Absence :

Time Card tab

Find employee



Enter Absence option (line below the Time Card tab)

Box Elder School District - Add Absence -- [email]@ [ ]

Enter Absence

Name MICHELLE WES'QEY

Hire Date 7/27/1998

Date(s) <i> 15/11/2014 |  
0 | | - | |Lxi

Hours @ OEx : 8  
o D - D Ex : 08:00 - 15:00  
O Based on Schedule Rule Absence Hours  
(Only for Scheduled Days)

Type Comp Time Off VI  
Accrual Policy: Comp Time  
Available Balance: 0

Department Business Office Secretary (500151) v

Notes (200 chars left)

Enter

enter absence date(s)

enter number of hours or times

select absence type

note any comments

click enter

## Enter Employee Schedules

Schedule tab

Create Schedule option (line below the Schedule tab)

Schedule Type: Simple Schedule

Date Range: enter/select dates click [ ] Override Existing Schedule if one exists

Employees: select employee(s) click Show Employees far right move name(s) to Selected column, then Hide Employees

Start Time: enter daily start time

End Time: enter daily end time

Days: click on applicable days of the week

Rule: select applicable rule

Department Transfer

If employee needs to be charged to different departments, enter the Transfer time(s) & Department [Generate Schedules]

## Substitute Cook - Time Clock Procedures

### Clock In:

Card Number  
Enter  
insert finger  
Dept key (top gray button)  
Dept Code - 196  
Enter  
—— Override

### Clock Out:

same procedure as above  
Dept Code - 196

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## Substitute Custodian - Time Clock Procedures

### Clock In:

Card Number  
Enter  
insert finger  
Dept key (top gray button)  
Dept Code - 186  
Enter  
—— Override

### Clock Out:

same procedure as above  
Dept Code - 186

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## Substitute Secretary - Time Clock Procedures

### Clock In:

Card Number  
Enter  
insert finger  
Dept key (top gray button)  
Dept Code - 154  
Enter  
—— Override

### Clock Out:

same procedure as above  
Dept Code - 154