



Time Card Training

2011 – 2012

Maintenance	713.740.0822
Operations	713.740.0827
Payroll	713.740.0263
Physical Education/ Health	713.740.0839
Police	713.740.0200

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Time Cards

- [Non-Exempt Employee Time Card](#)
- [Non-Exempt Employee Time Card Effective 8-1-2011 - New](#)
- [Tech Services / Police Time Card](#)
- [Tech Services / Police Time Card Effective 8-1-11 - New](#)
- [Exempt Employee Time Card](#)
- [Temporary/Sub Non-Exempt Employee Time Card](#)
- [Standby Pay Time Card](#)
- [Call Out Pay Time Card](#)
- [Manual Time Card-English](#)
- [Manual Time Card-Spanish](#)
- [Teacher Extra Duty Pay 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 Time Balance.
- *If you have a balance* enter your Trade Day Opening 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 a **grace period of 7 minutes within each quarter.**

Minute		Minute
1 to 7	Rounds down to	0
8 to 14	Rounds up to	15
16 to 22	Rounds down to	15
23 to 29	Rounds up to	30
31 to 37	Rounds down to	30
38 to 44	Rounds up to	45
46 to 52	Rounds down to	45
53 to 59	Rounds up to	60

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.

Absence Reason	Absence Hours
	▼

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

Hours Worked	SEMS Code	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
6.00		210	Compensatory Time	5.00							11.00

- 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 21st thru the 25th as a "Non Working Day". Be sure to enter the Absence Hours by using the drop down arrow.

Compensatory Time and Overtime

Must have prior approval before working over 40 hours

- 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.
- Compensation for hours worked over 40 in a work week may either be given as *overtime pay* or as *compensatory time off*.
- Time absent from the job for holiday is not counted for overtime. It is a NONWORKING DAY.
- 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 for holiday is not counted for overtime. Labor Day is not a paid day, it is a **non-working day**, 2 hours are paid straight time.

Hours Worked	SEMS Code	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
		000	Non-working Day	8.00							8.00
8.00											8.00
8.00											8.00
8.00											8.00
10.00											10.00
34.00											
										Total Hours	42.00
										Additional Hours	2.00
										Overtime / Comp Time	

Add to Comp Time Balan-

Comp Time/Overtime Earned for Week	0.00	<-----
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5	6 LABOR DAY	7 WORKED 8 HOURS	8 WORKED 8 HOURS	9 WORKED 8 HOURS	10 WORKED 10 HOURS	11
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Compensatory Time and Overtime

- Employees in 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.

“Opening Balance”

- Comp Time and Trade Day Opening Balances must be recorded on the time card each pay period.
- Comp Time Opening Balance should be the previous time card ending balance.

	Week-1	Week-2	Week-3
Comp Time Opening Balance		0.00	0.00
Comp Time Earned			
Additional Straight Hours			
Comp Time Used			
Hours to Pay			
Comp Time Ending Bal.	0.00	0.00	0.00

	Week-1	Week-2	Week-3
Comp Time Opening Balance		0.00	0.00
Comp Time Earned			
Additional Straight Hours			
Comp Time Used			
Hours to Pay			
Comp Time Ending Bal.	0.00	0.00	0.00


- Trade Day Opening Balance should be the previous time card ending balance.

Trade Day Opening Balance	
Trade Days Earned	0.00
Trade Days Used	0.00
Trade Days Ending Balance	0.00

Trade Day Opening Balance	
Trade Days Earned	0.00
Trade Days Used	0.00
Trade Days Ending Balance	0.00

Converting Comp Time to OT

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



	Week-1	Week-2	Week-3
Comp Time Opening Balance		0.00	0.00
Comp Time Earned			
Additional Straight Hours			
Comp Time Used			
Hours to Pay			
Comp Time Ending Bal.	0.00	0.00	0.00

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

Time Card Questions

Why do I have to complete a time card?

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

What employees are required to keep timecards?

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

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 the one hour.

You say I must work over 40 hours to earn overtime or compensatory time. How do paid absences figure into this?

The Fair Labor Standards Act says that you must work over 40 hours to earn overtime or compensatory time. Paid absences do not count as part of the 40 hours worked for the week. (Policy change effective August 1, 2011.)

Time Card Questions

What if you direct your paraprofessional to not 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)

Time Card Questions

Do Non-Exempt employees need to sign in and out for lunch?

Office/clerical personnel assigned to a school campus will work an eight hour day with 30 minutes designated as “on-duty” lunch. They do not sign in or out for lunch as long as they are on campus. All other non-exempt employees will work an eight hour day and will sign in and out 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](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>