

## Timeclock Important Points

1. If you are working, you should be punched in! Please do NOT punch out and continue to work or work on the weekends without having your punches added later, *even if your supervisor tells you to*. Timekeeping records are Federal records, and you do not want to falsify them. Your supervisor should know this, and Admin will support you if this happens.
2. You are responsible for your work hours. This means you should be aware of what days are work days, and make sure you are working your full hours per day/week every week and using leave when necessary. That being said...
3. Your Supervisor is also responsible for your work hours! You should never work overtime without permission in advance, and if they require you to work additional hours for a special event or emergency, they should realize that this will result in an overage unless they allow you to work less another day that same work week to compensate.
4. Communicate and be aware. Yes; I've already said both of these things, but it's worth repeating. Managing your time does not have to be difficult. Just get in the habit of being aware of your time, communicating when there are issues/needs and making sure you are being a good steward of public funds by working your hours and using your leave appropriately.

## Timeclock FAQs

### **Q. What is Overtime? Does it apply to me?**

A. Overtime applies to Maintenance and Custodial staff. It is earned when an employee works over 40 hours during the Saturday-Friday work week. It is then paid on the corresponding pay period at 1.5 times their hourly rate.

Example: A maintenance worker works 42 hours. They would be paid for two hours at their overtime rate on their next applicable paycheck.

### **Q. What is Comp Time? Does it apply to me?**

A. Comp Time applies to campus and admin paraprofessional staff. It is earned when an employee works over 40 hours during the Saturday-Friday work week. It is then multiplied by 1.5 and accrued as leave to use in hourly increments.

Example: A para works 42 hours. They would earn three hours of Comp Time to use at a later date approved by their Supervisor.

**Q. What is Gap Time, also known as Flex Time or Straight Time? Does it apply to me?**

A. Gap time applies to all non-professional workers. It is when you have not physically worked over 40 hours, but you have worked over the number of hours for which you are scheduled, such as during a week when you use leave or there are non-work days.

Example: A para takes a day of leave on Monday but then works over the rest of the week and ends up with 34 hours of time worked and 8 hours of leave (42 hours total). They would **not** earn 2 hours of comp time (times 1.5). This would be 2 hours of Gap/Flex time that they could use at a later date.

**Q. Can I earn Overtime/Comp Time or Gap Time whenever I want?**

A. The short answer is no; all hours over what you are regularly scheduled to work require supervisor approval **prior** to working them. That being said, if an employee earns OT/Comp/Gap without permission, Payroll is still required to pay/credit them. At that point, it becomes a disciplinary issue for not following procedure.

**Q. How do I track my Comp Time/Gap Time balance?**

A. You can use the example spread sheet from Payroll or you can keep track of it yourself. Regardless, it is up to the individual employee to look at their time sheets each week and track when they are over. Make sure to track it when you earn it and when you use it.

**Q. How do I use my Comp Time/Gap Time?**

A. District policy states that it must be used prior to any other type of leave. For Comp Time, if it is in whole or half days, you can enter it in Aesop like any other type of leave. For increments other than four or eight hours or for Gap Time, just request it in writing from your supervisor, and you can add a comment to your time sheet before you submit it.

**Q. What happens to my Comp Time balance at the end of the year?**

A. Ideally, you should not have a balance by the end of the year; you should have managed your time and planned to where it has all been used before the end of your calendar. That being said, if you end up with time left over, it should be submitted to Payroll for payment. You can just print off your Comp Time Balance Sheet (whatever version you use), have your supervisor sign off on it for payment, and then submit it to Payroll.

**Q. Can I be paid for Comp Time during the year?**

A. Yes, but please realize that is not the intent of Comp Time; it is preferred that you use it as leave. That being said, it is your right as an employee to request it to be paid. Just realize that if you abuse this right, you may not be allowed to earn Comp Time in the future.