

Time Clock System Instructions for Employees & Supervisors

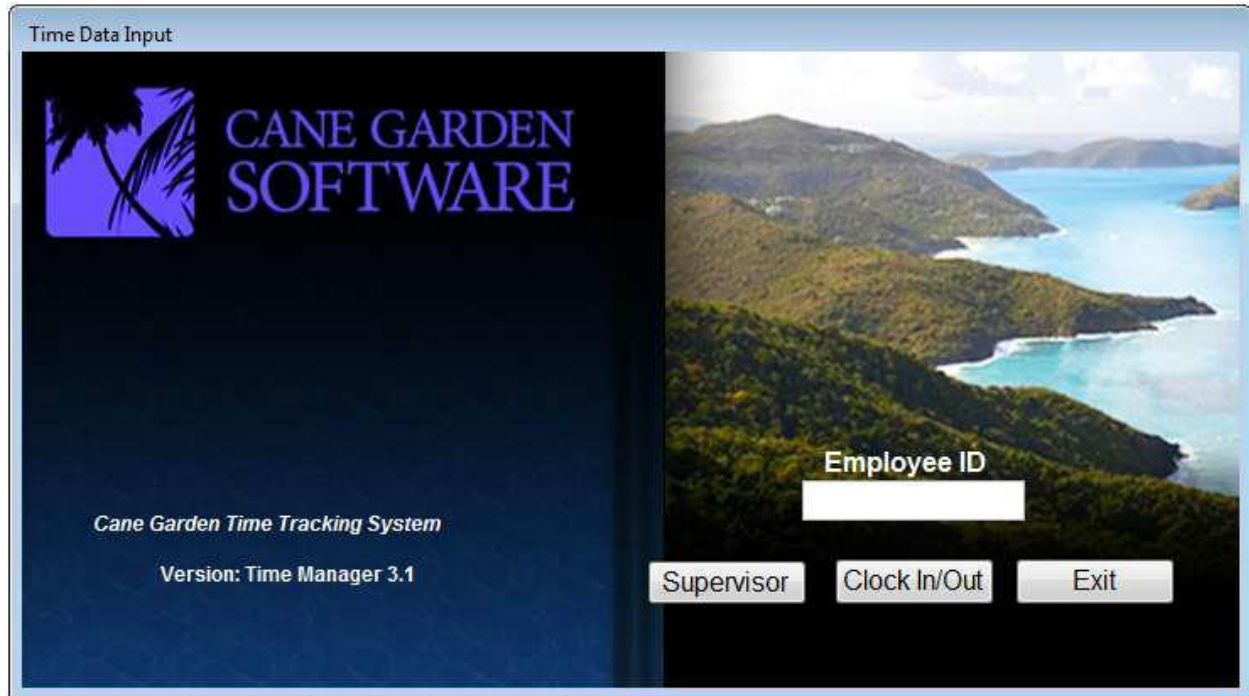
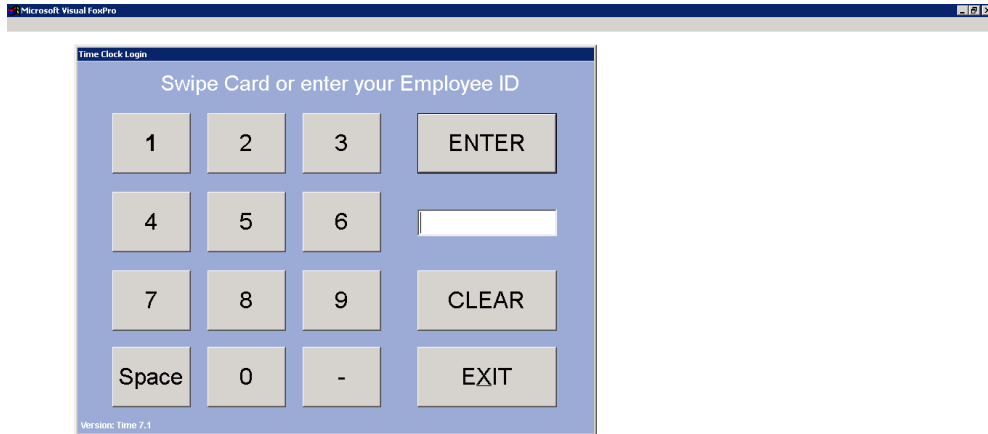


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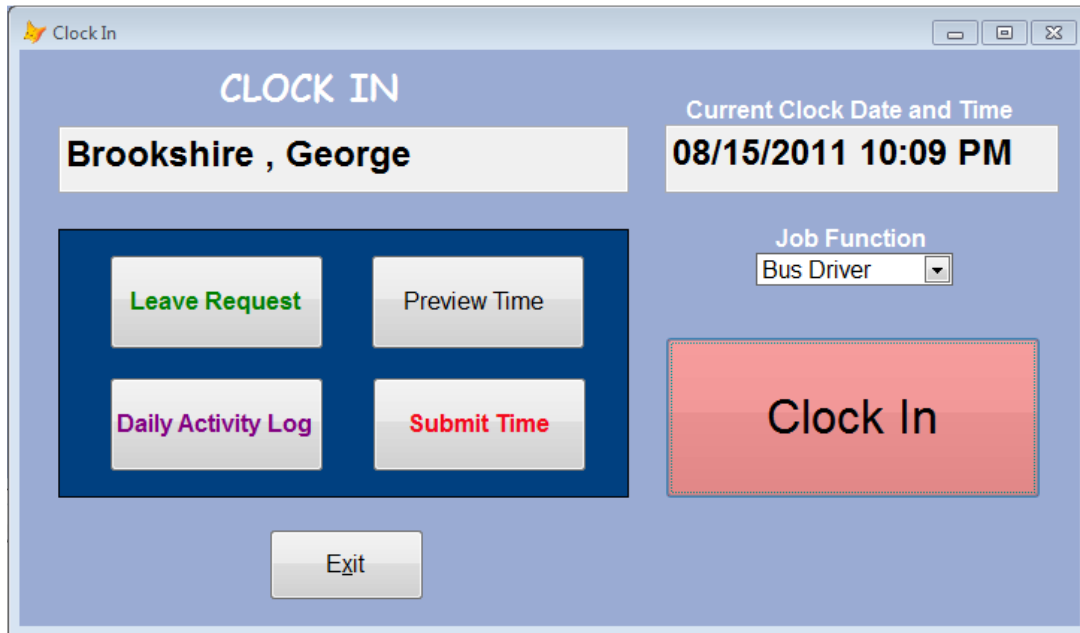
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LOGIN

The Time Clock system displays a keypad for clocking in and clocking out of the system. Each employee is assigned an Employee ID, which is used to login to the time clock system. To clock in or clock out type in your employee ID and press the “Enter” key or click on the “Enter” button. You don’t have to use the mouse, but you have that option.



When you key in your Employee ID and press the “Enter” key the following screen is displayed if you are not already clocked in:



To “Clock In” press the clock in key and you are clocked in. That’s all you have to do – key in your Employee ID and press the “Enter” key, then press Clock In and you are done.

When you clock in or clock out you can do other things. You may want to clock in and then go right back in to do the other options (so you’ll clock in on time). The other options for employees are:

Preview Time

This option shows you your current time sheet. Here’s an example:

Date: 08/15/2011	Time Sheet	Number: 20
Time: 22:34:41		Center: BEAUFORT
Employee: Brookshire , George		
Begin: 07/31/2011 End: 08/26/2011		

Date	Description	Clock In	Clock Out	Hours Worked	Comments
08/15/2011	Teacher	08:00 AM	03:30 PM	7.50	.
08/16/2011	Teacher	08:30 AM	03:00 PM	6.50	.
08/17/2011	SICK LEAVE			8.00	
08/18/2011	SICK LEAVE			8.00	
08/24/2011	PERSONAL LEAVE			8.00	
Weekly Total:				38.00	
Total Hours:				38.00	

Leave Request

This option is used to request leave. The list box on the left is the list of each leave type that you are eligible to take. The balance in the box is the amount of accrued leave that is available to you for each type. The list box on the right lists the detail days or hours requested for the leave type that is highlighted on the left.

Leave Request Control

BARTEE , KARMASHIA G

Leave Balances - Select for Detail

Leave Description	Balance
ANNUAL LEAVE - 2002	5.64
SICK LEAVE	17.20

SICK LEAVE

Leave Detail

Leave Date	Hours	Leave Description	Approved	Taken	Comments
05/11/2011	8.00	SICK LEAVE	N	N	
05/12/2011	8.00	SICK LEAVE	N	N	
06/01/2011	4.00	SICK LEAVE	N	N	
06/07/2011	8.00	SICK LEAVE	N	N	

Request for SICK LEAVE

Leave Date: Hours:

Comments:

Current Leave Requests
 All Leave YTD
 History

The list box on the right lists the current “outstanding” leave requests. These are leave requests that have not been taken. To see all of your leave requests year to date select the “All Leave YTD” radio button at the bottom of the screen. To see all of your leave for the past two years select the “History” button.

To request new leave – Use the area in the lower left corner. The leave date box has a dropdown calendar. You can enter the date or select the date from the calendar. Once you have entered the leave date and hours you should click the “Add” button, which will add the leave to the detail list box on the right and decrease the leave balance in the on the left. Comments are helpful, but not required.

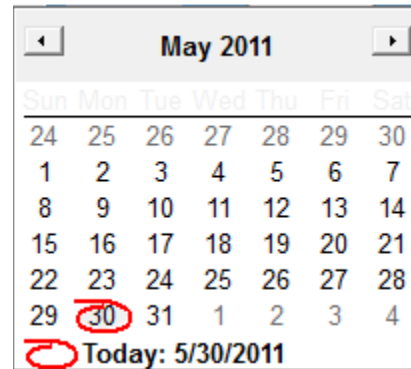
You can enter the date or select it from the calendar.



Request for SICK LEAVE

Leave Date: [dropdown] Hours: [input] Add

Comments: [text area]

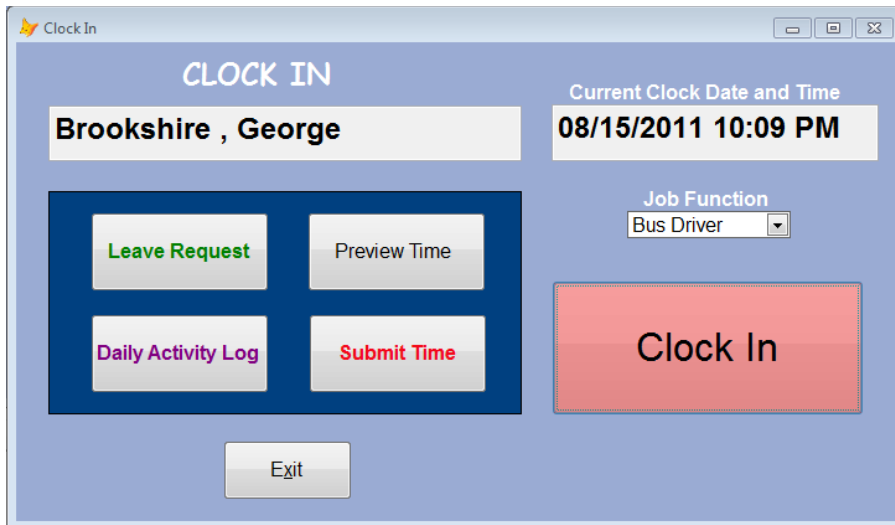


May 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
Today: 5/30/2011						

Leave that has been approved cannot be deleted or changed. You can have your supervisor or your location manager to change leave if you cannot change it.

Submit Time

After the last time you clock out for a pay period, you will be required to submit your time sheet for approval to be paid. You can only submit it one time so be sure to preview your time sheet prior to submitting it. You can login to this screen using the “Clock In” button and exit without clocking in. You will probably want to clock out for the last time for a pay period before you submit your timesheet.



Time Manager - Supervisors

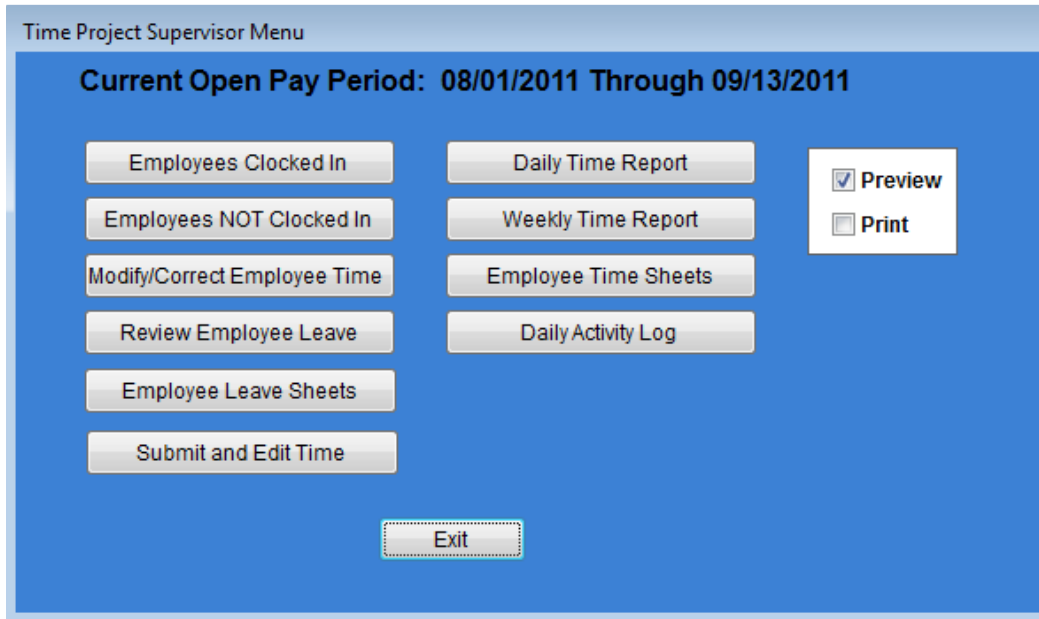
The time tracking system has two components the Time Clock and the Time Manager. Supervisors use the Time Manager to review and adjust an employee's time, print employee time sheets, and submit employee's time.

LOGIN

The Time Manager login uses the normal employee ID for supervisor access. A supervisor can use the "Supervisor" button to access employee time information or the "Clock In/Out" to clock in or clock out for themselves. When a supervisor logs in and accesses employee time clock information, all employees that report to that supervisor and all employees for locations managed by the supervisor will be displayed. The supervisor may manage multiple locations. When the Time Manager ICON is clicked it displays the following login screen:



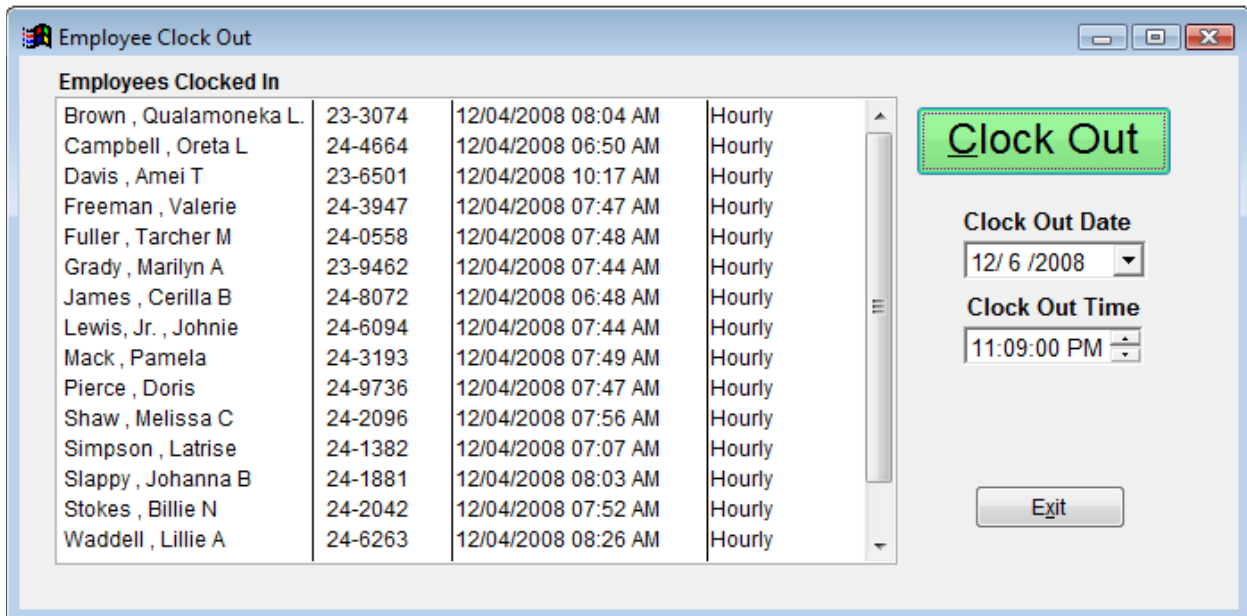
When a supervisor logs in with their employee ID and clicks the “Supervisor” button, the following navigator screen is displayed:



The current pay period is shown at the top of the page. This is the pay period used for all reports and time sheets. This is also the period for which the supervisor will be approving and submitting time sheets. This pay period is defined and selected by the Time System Administrator. The first two buttons allow the supervisor to see who is clocked in and who is not clocked in. These options can also be used to easily clock in or clock out an employee.

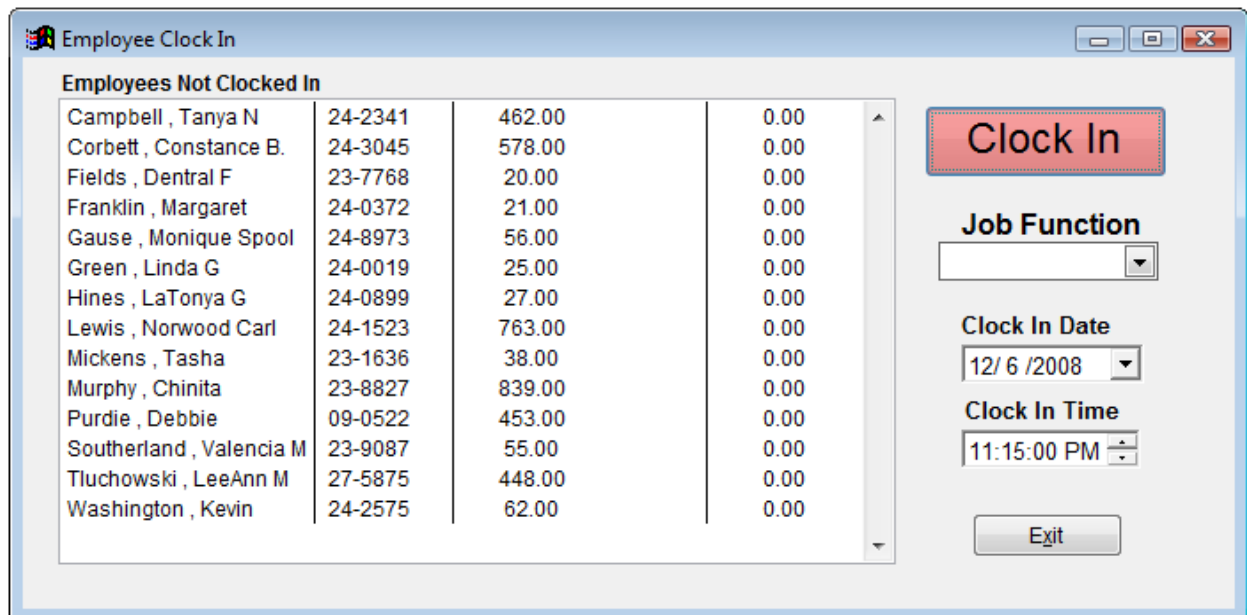
Employees Clocked In

This option shows all employees that are clocked in. The date and time when the employee clocked in will be displayed with the employee. The supervisor can clock-out an employee from this screen by clicking on the employee and clicking the “Clock Out” button. The selected employee will be clocked out using the date and time selected. The “Clock Out” date and “Clock Out” time should be set to the correct date and time before the “Clock Out” button is clicked.



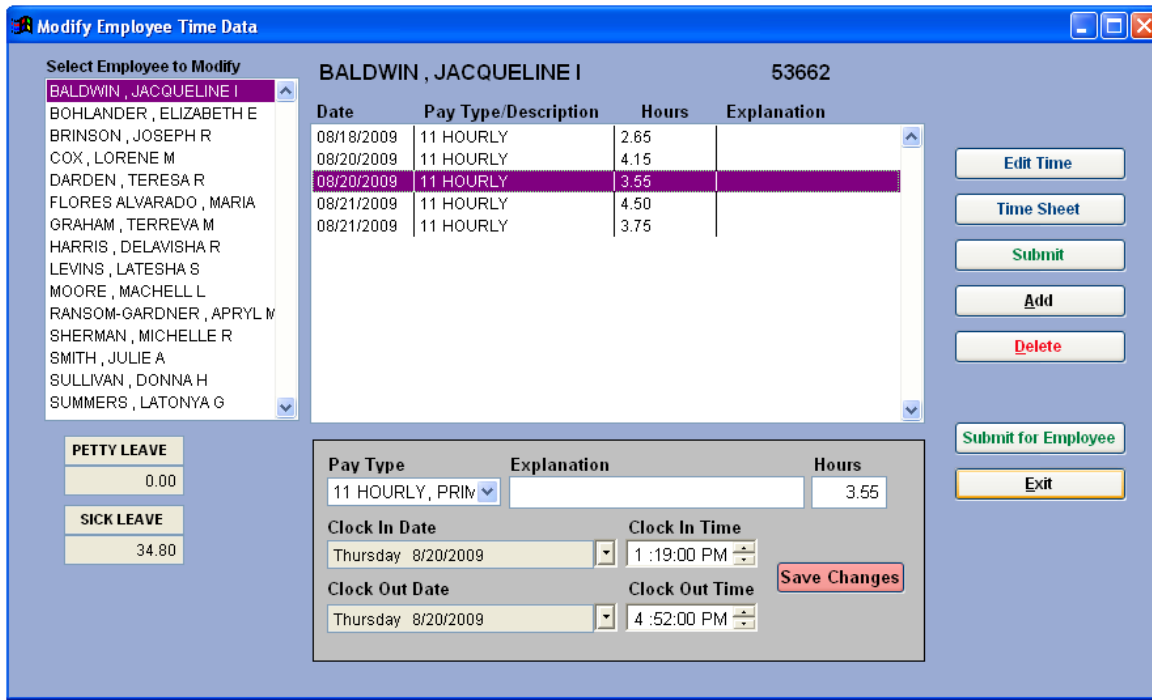
Employees Clocked Out

The Employees Clocked Out screen is similar to the Employees Clocked In screen. It lists the employee's clocked out and allows the supervisor to clock in a selected employee. The "Clock In" button uses the "Clock In" date and "Clock In" time.



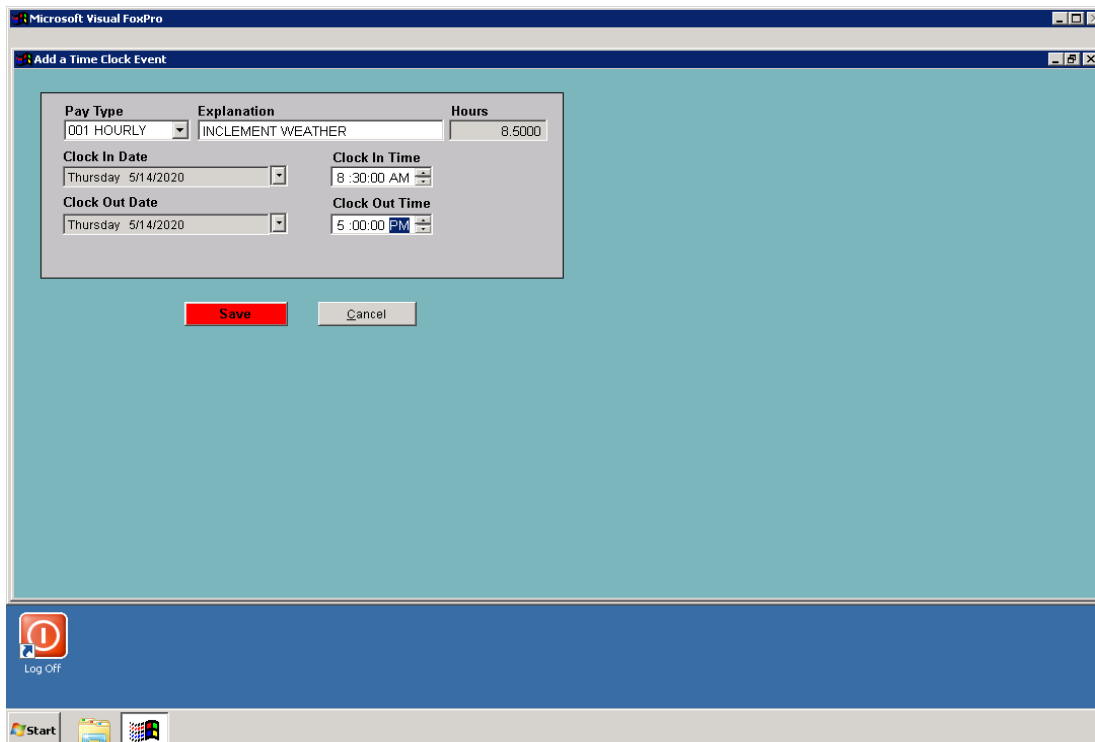
Modify Correct Employee Time

Modify/Correct Employee Time is a multipurpose option that allows the supervisor to correct or enter an employee's time. This option is also used to print time sheets and submit an employee's time sheet for payroll. The supervisor can change a clock in or clock out time or they can change the hours reported for a particular time period. The list of employees shown on this edit page, are employees that are assigned to a location that is supervised by the person who logged in and the supervisor's direct reports. Direct reports may include employees that are not assigned to the location supervised by the person logged in.



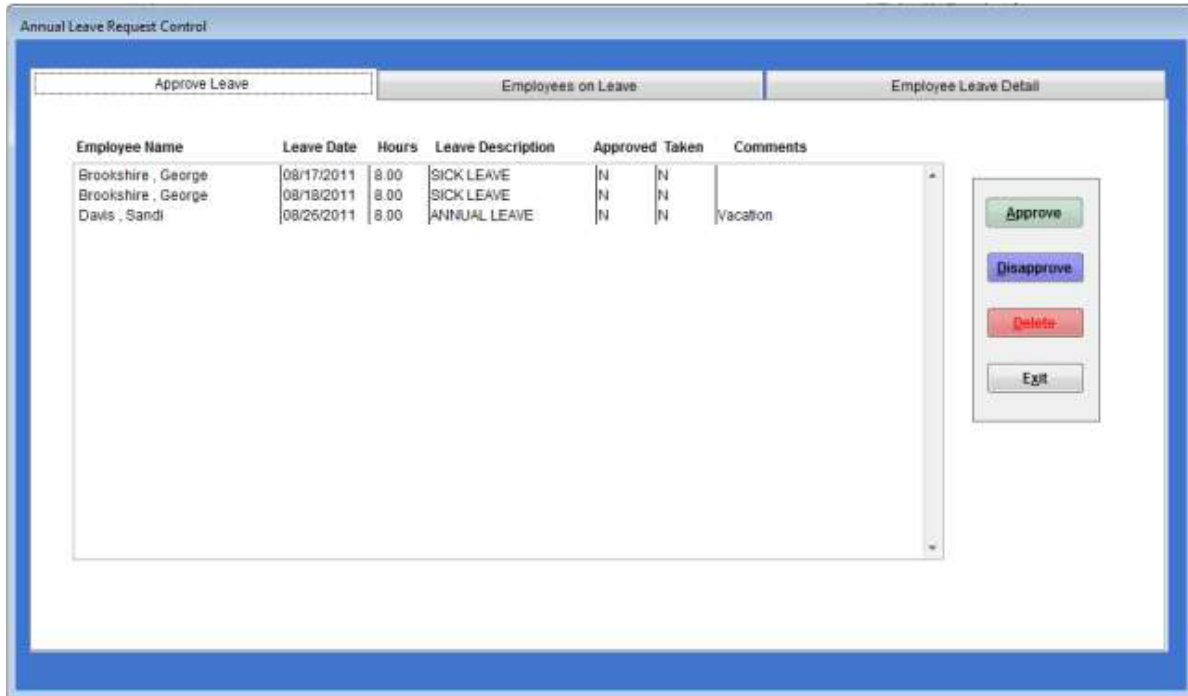
To Add Time in on a Timesheet

A Supervisor will have to add time onto an employee's timesheet on rare occasions. This feature will be used when a supervisor has to add in time for an employee such as inclement weather, employees out at conferences, time clock being down, etc. To add you will do this in the Modify Correct Employees Time tab. Press the Add Tab and it will pull up the following screen. The supervisor will then enter in the pay type, clock in and out dates, the clock in and out times. The supervisor will have to enter in an explanation as to why they are adding in time onto an employee's time sheet. You cannot save the new added time without an explanation.



Review Employee Leave

This option allows the supervisor to view employee's leave requests. When the button is clicked, the supervisor is presented with a page with three tabs. One for approving leave "Leave Approve", one for viewing employees on leave for a particular day "Employees on Leave" and one for entering or adjusting employee's leave requests "Employee Leave Detail". When the screen appears the first tab with a list of all leave pending approval is displayed as follows:

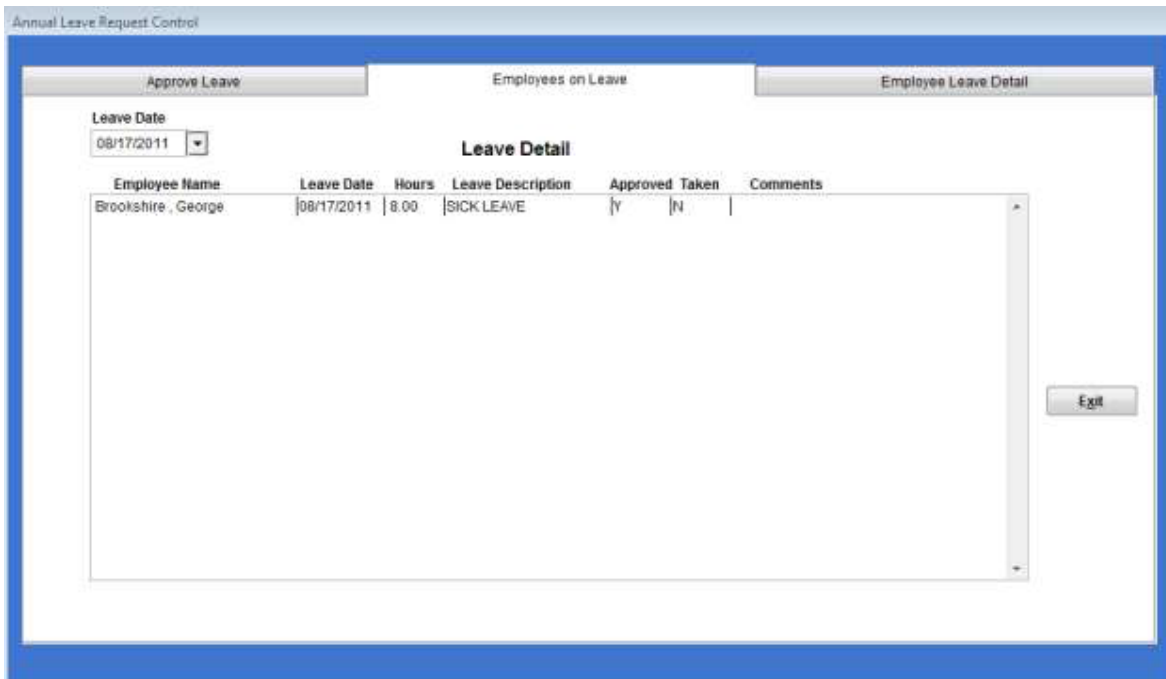


Approve Leave

The supervisor can "Approve", "Disapprove" or "Delete" a leave request. Annual Leave request need to be approved prior to the employee taking the leave. Sick Leave request should be entered as soon as the employee returns to work from a sick leave day and it should be approved by the supervisor within a day of the employee putting in the sick leave request. Should an employee request sick leave for doctor's appointments, this leave should be approved prior to the employee taking leave. A Supervisor should not wait until it is time to turn in timesheets to approve all leave request that need to be recorded on the time sheet. When a leave request or multiple requests are approved, a report with approval signatures is generated for each employee. You can always reprint the report from the next option on the Supervisor's menu (see "Employee Leave Sheets" below). After approval, disapproval or deletion, the leave request disappears from the list of leave to be approved.

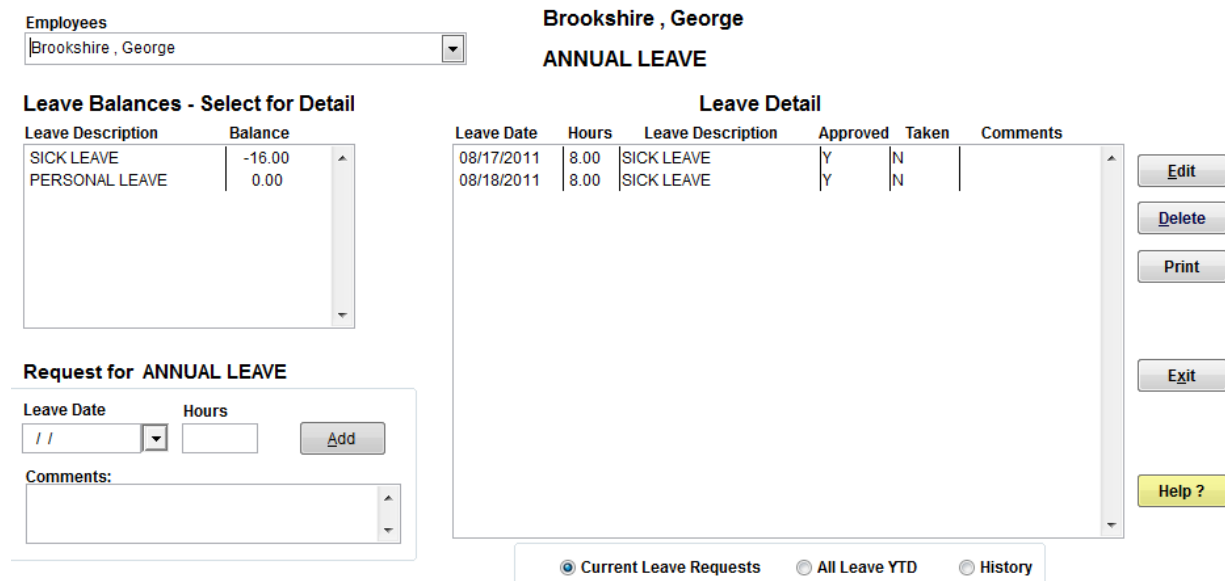
Employees on Leave

This option lets the supervisor see a list of employees that are on leave or scheduled for leave for any date selected.



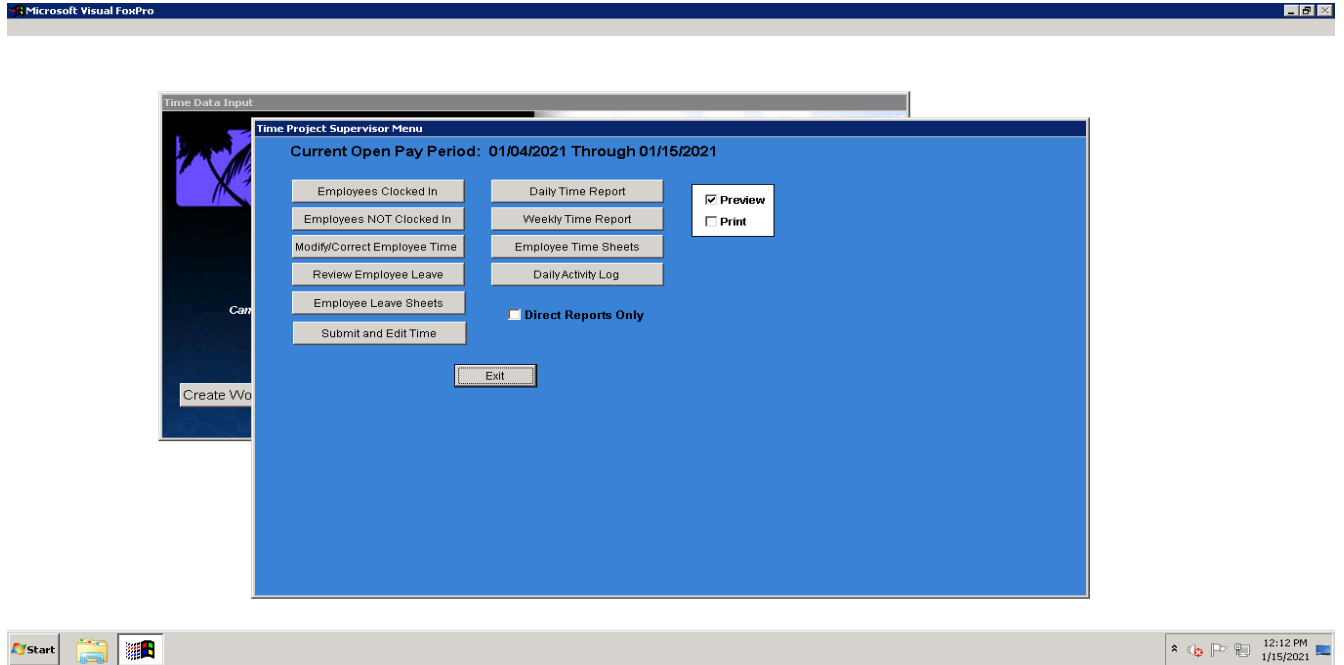
Employee Leave Detail

This option allows the supervisor to enter or adjust leave for any employee that reports to them or is assigned to the location(s) in which they supervise. This interface is used to adjust leave, add a leave request or delete a request leave. Any employee that the supervisor has access to can be selected in the dropdown in the upper left of the tab screen. The list box on the left is the list of each leave type that you are eligible to take. The balance in the box is the amount of accrued leave that is available to you for each type. The list box on the right lists the detail days or hours requested for the leave type that is highlighted on the left.

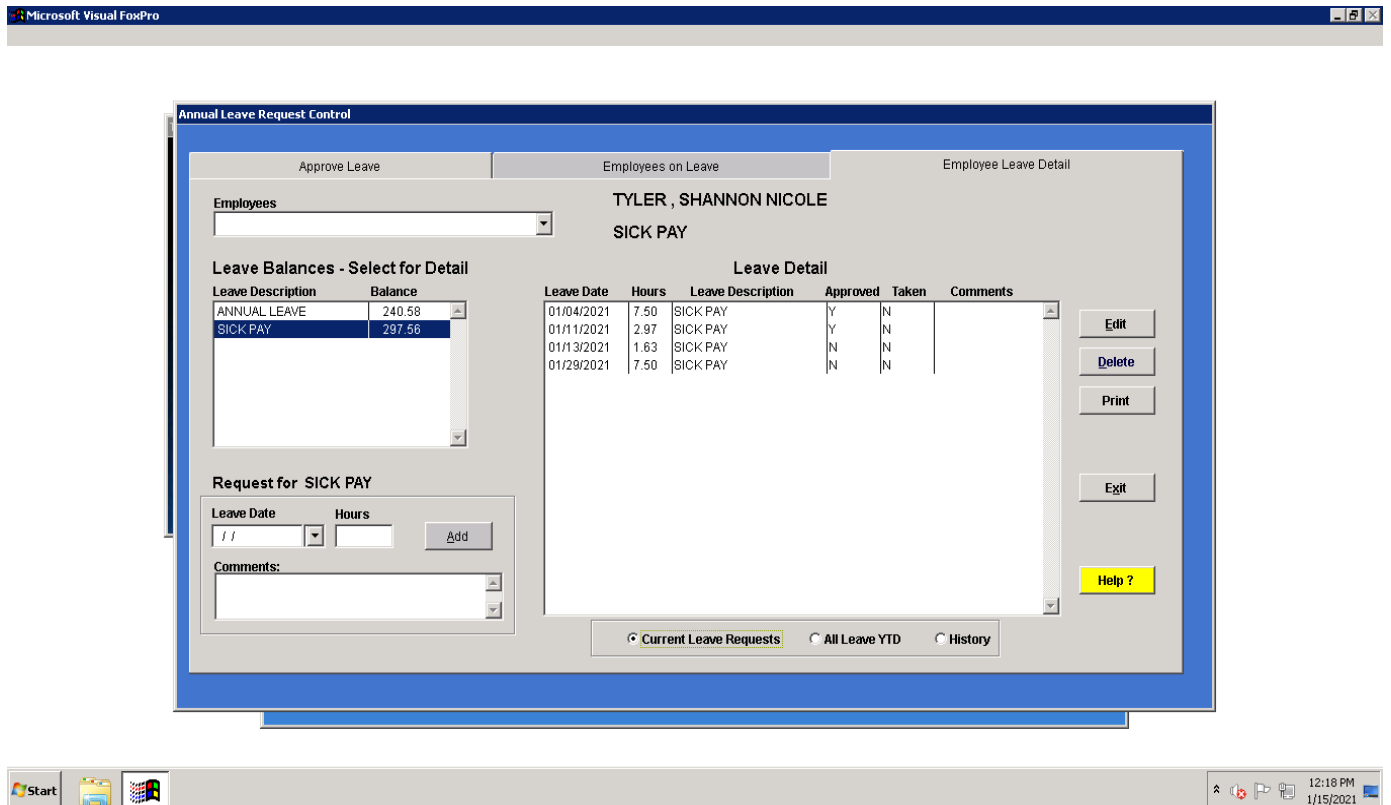


The list box on the right lists the current “outstanding” leave requests. These are leave requests that have not been approved and leave requests that have not been taken. To see all of your leave requests year to date select the “All Leave YTD” radio button at the bottom of the screen. To see all of your leave for the past two years select the “History” button.

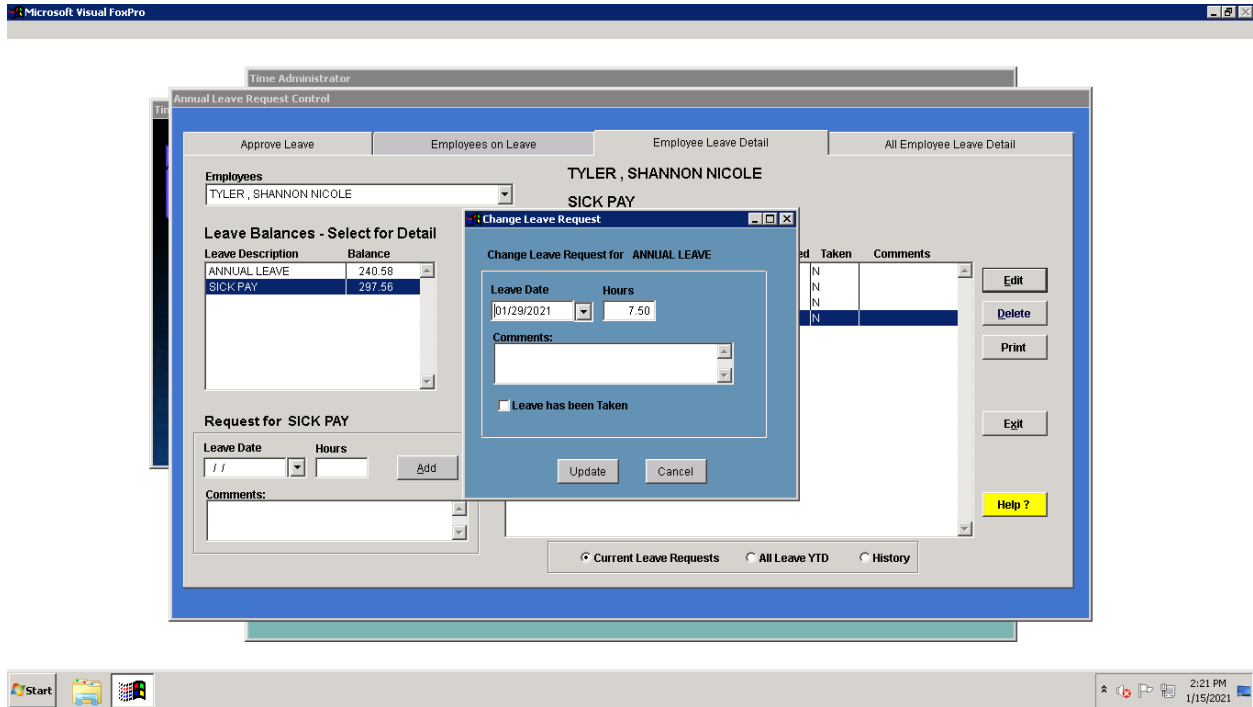
To edit or delete leave: Go to main screen after logging into the time clock system in the Supervisor section. Click on the tab: Review Employee Leave.



There are three tabs located on this screen. Click on the tab that says Employee Leave Detail. There is a drop box for the employees. Choose the correct employee where you need to make a correction or revision to their annual/sick leave. You will then click on annual leave or sick leave on the right hand side under Leave Balances – Select for Detail depending on which you will need to make a change to or if you will need to delete.



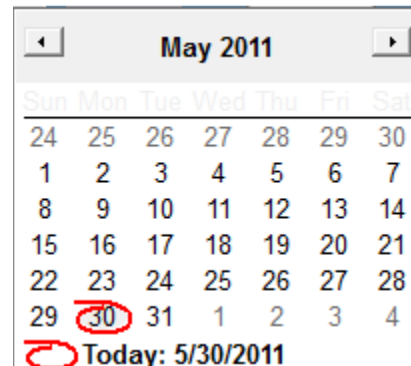
If you need to make a change to sick pay, click on sick pay balances and it will pop up in the leave detail all of the current leave request. If you need to edit a leave date, click on the date that needs to be changed and click on the edit button. Here another screen will pop up where you can edit the amount of time and make a comment concerning the change. This comment will appear on the time sheet. Click Update for the change to go in effect. If you need to delete a leave date, click on the date that needs to be deleted and click on the delete button.



You will do the same for it you need to make a change or modify Annual Leave or delete a date of annual leave.

To request new leave – Use the area in the lower left corner. The leave date box has a dropdown calendar. You can enter the date or select the date from the calendar. Once you have entered the leave date and hours you should click the “Add” button, which will add the leave to the detail list box on the right and decrease the leave balance in the on the left. Comments are helpful, but not required.

The image shows a close-up of the 'Request for SICK LEAVE' form. It includes a 'Leave Date' dropdown menu, an 'Hours' input field, and an 'Add' button. Below these is a 'Comments:' label and a text area for entering comments.



Leave that has been taken cannot be deleted or changed because it has already been submitted on the employee’s time sheet. It will have to be adjusted on the time sheet.

Employee Leave Sheets

Employee Leave Sheets is a feature that allows the supervisor to re-print leave sheets for the selected pay period. All time sheets that have been approved for the period for employees that report to a supervisor either by location or directly will be re-printed. An example is as follows:

Leave Approval Request

20A ANNUAL LEAVE-2002

Requested By: Patricia A Colon

Date: 07/31/2009

Employee ID: 74765

Location: MARLEE RAY

Date Requested	Hours	Date Requested	Hours
08/17/2009	8.00		

Total Hours Available at time of request:	111.25
Total Hours Requested.....:	8.00
Leave Remaining after this request.....:	103.25

Employee Signature: **Patricia A Colon**

Approved

Supervisor Signature: *RAY, MARLEE RAY*

Date: 08/24/2009

Remarks/Comments

Submit and Edit Time

Submit and Edit Time is a feature that streamlines the supervisor's pay period process.

- 1) Allows the supervisor to submit multiple time sheets.
- 2) Allows the supervisor to edit time with the "Edit Time" function.

The Submit and Edit Time screen is as follows:

The screenshot shows a window titled "Time Sheets not Submitted" with a blue border. At the top, there is a dropdown menu for "Pay Period" set to "08/16/2009 - 08/31/2009". Below this is a table with three columns: "Employee Name", "Emp Number", and "Hours". The table lists 15 employees with their respective employee numbers and hours. To the right of the table are three buttons: "Edit Time", "Submit Timesheets", and "Exit". At the bottom of the table, there is a "Total Hours" field with the value "166.88".

Employee Name	Emp Number	Hours
BALDWIN , JACQUELINE I	53662	18.60
BOHLANDER , ELIZABETH E	48312	8.33
COX , LORENE M	59466	16.32
DARDEN , TERESA R	54575	19.33
FLORES ALVARADO , MARIA	57326	7.95
GRAHAM , TERREVA M	32714	8.08
HARRIS , DELAVISHA R	54090	15.30
LEVINS , LATESHA S	39954	8.02
MOORE , MACHELL L	55191	16.20
RANSOM-GARDNER , APRYL M	43946	8.10
SHERMAN , MICHELLE R	49254	8.12
SMITH , JULIE A	50106	16.33
SULLIVAN , DONNA H	31850	8.17
SUMMERS , LATONYA G	49126	8.03

Total Hours: 166.88

To submit time sheets the supervisor can select employees and click the "Submit Timesheets" button. This will have to be done for each employee separately.

Daily Time Report

Employee Daily Hours Report

Date: 08/24/2009 Begin: 08/16/2009 End: 08/31/2009 Page: 1
 Time: 23:36:44

Employee Name	Employee ID	Date	Hours
BALDWIN , JACQUELINE	53662	08/18/2009	11 HOURLY 2.65
			Daily Total 2.65
		08/20/2009	11 HOURLY 4.15
		08/20/2009	11 HOURLY 3.55
			Daily Total 7.70
		08/21/2009	11 HOURLY 4.50
		08/21/2009	11 HOURLY 3.75
			Daily Total 8.25
			Weekly Total 8.25
			Pay Period Total - BALDWIN , JACQUELINE 18.60
BOHLANDER ,	48312	08/21/2009	11 HOURLY 4.20
		08/21/2009	11 HOURLY 4.13
			Daily Total 8.33
			Weekly Total 8.33
			Pay Period Total - BOHLANDER , 8.33

Weekly Time Report

Employee Weekly Hours Report

Date: 08/24/2009 Begin: 08/16/2009 End: 08/31/2009 Page: 1
 Time: 23:37:59

Employee Name	Employee ID	Date	Hours
BALDWIN , JACQUELINE	53662	08/18/2009	11 HOURLY 2.65
		08/20/2009	11 HOURLY 4.15
		08/20/2009	11 HOURLY 3.55
		08/21/2009	11 HOURLY 4.50
		08/21/2009	11 HOURLY 3.75
			Week Total 18.60
			Pay Period Total - BALDWIN , JACQUELINE 18.60
BOHLANDER ,	48312	08/21/2009	11 HOURLY 4.20
		08/21/2009	11 HOURLY 4.13
			Week Total 8.33
			Pay Period Total - BOHLANDER , 8.33
BRINSON , JOSEPH R	11925	08/28/2009	11Z HES ARRA 1.00 Holiday or Special
			Week Total 1.00
			Pay Period Total - BRINSON , JOSEPH R 1.00

Employee Time Sheets

Date: 08/24/2009

Time: 23:40:20

Time Sheet

Number: 54575

Center: JUTAN

Employee: DARDEN , TERESA R

Begin: 08/16/2009

End: 08/31/2009

Date	Description	Clock In	Clock Out	Hours Worked	Comments
08/18/2009	11 HOURLY	07:59 AM	10:42 AM	2.72	
08/20/2009	11 HOURLY	07:59 AM	12:14 PM	4.25	
08/20/2009	11 HOURLY	01:19 PM	01:22 PM	0.05	
08/20/2009	11 HOURLY	01:22 PM	04:59 PM	3.63	
08/21/2009	11 HOURLY	07:29 AM	12:01 PM	4.53	
08/21/2009	11 HOURLY	12:56 PM	05:05 PM	4.15	
				Weekly Total:	19.33
				Total Hours:	19.33

I certify that the information entered on this form is correct. This electronic signature signifies that I have reviewed the time sheet and I am submitting this for payment.

Employee: _____ Date: _____
Supervisor: _____ Date: _____

All reports include Employees for every location a supervisor is managing and all the supervisor's direct reports.

Reminders of Common Issues Regarding Time and Attendance

- Please make sure, that the employees are monitoring their time sheets weekly, to ensure that their time is correct. It is the supervisor's responsibility to monitor their employee's time sheets weekly, for incorrect clock ins and outs, sick leave, annual leave and overtime. Please do not wait until the two week time period is up to start reviewing employee timesheets and approving annual leave and sick leave that would go on that timesheet. Please make sure that when time sheets are submitted that there are no dates missing from the time sheet and that all time has been accounted for. It is not the responsibility of the Fiscal staff to check behind each individual employee's time sheet. Employees will be paid by what time is turned in on the time sheet.
- Time Sheets are to be submitted to the Fiscal Department no later than 10:00am on the following Tuesday after the end of a pay period. Please note that individual program directors can request that their employee's time sheets be submitted by an earlier time than what is required of the Fiscal Department.
- Annual Leave should be approved **before** the employee takes the leave and not approved after they return to work. Sick Leave that is unscheduled should be requested and approved once the employee **returns** to work from being sick. If sick leave is requested by the employee in advance for a doctor's appointment or etc., this leave should be approved **before** they take the day off for sick leave. No sick leave or annual leave should be approved after the fact (not timely), when it is time for time sheets to be turned in. Employees should not take non-emergency leave if it is not approved in advanced. Sick Leave that is requested for three consecutive days in a row can require a doctor's note to show evidence that the employee has been sick. Sick leave should not be used to simply take a day off from work because the employee has no annual leave days.
- If an employee has previously requested Annual Leave or Sick Leave but they end up coming into work, the employee must clock in and out for that day. The supervisor will have to delete the requested time off or make adjustments to the annual or sick leave if needed.
- Make sure that your employees are submitting their own timesheets. Employees must submit their timesheets to you, the supervisor, to review. Once the employee has submitted their time sheet, you as the supervisor will review and then submit the time sheet. The only time that a supervisor should submit the timesheet on behalf of the employee is when they are out on sick leave, when the time sheets are due or when an employee is out on medical leave or worker's comp. leave. Employees should not submit their timesheet at the end of the two week period before they have clocked out at the end of the day. Employees need to clock out first, review their time sheets, and then submit.

- Paper Time Sheets – The electronic time clock system will be used at all times. Paper timesheets for hourly staff will only be allowed unless directed by the Finance Director / Executive Director. Do not call and ask if you can do a paper time sheet.
- If an employee will start their work day from a different work site location, they still must clock in on the time clock system. All employees can clock in and out from any computer in the Agency that has a time clock system. An employee simply not clocking in or out because they went to a different location is not acceptable.
- During an event such as a **pandemic**, Supervisor need to pay attention to emails that are sent to them concerning time and attendance for individual employees. Emails will instruct Supervisors on how employee time sheets and documentation will need to be turned in.

- If an employee takes **Bereavement Leave**, you must enter the three days on the time sheet with their normal work hours for each day and place in the comments “Bereavement” or “Funeral Leave” and state the relationship of the bereavement. You will also need to have a paper leave sheet filled out for these days of leave and the leave must be signed by the employee and their supervisor. The leave sheet will need to be submitted along with the time sheet.

Date: 01/05/2021

TIME SHEET

Number: 7-77-9311

Time: 11:25:10

Center: Conway

Employee: FRANKLIN, ARETHA

Begin:

12/21/2020

End: 01/05/2021

Date	Description	Clock In	Clock Out	Hours Worked	Comments
12/21/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/22/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	Funeral Leave-Mother
12/23/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	Funeral Leave-Mother
12/24/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	Funeral Leave-Mother
12/25/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
				Weekly	
				Total	35.00
1/1/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/2/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/3/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/4/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/5/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
				Weekly	
				Total	35.00
				Total Hours	70.00

- If an employee is summoned for **Jury Duty**, you must enter the date on the time sheet for the employee with their normal work hours for that day and place in the comments “Jury Duty”. You will do this for each day that the employee is out of the office for Jury Duty. You must also attach a copy of the summons for the jury duty to be attached to the time sheet.

Date: 01/05/2021

TIME SHEET

Number: 7-77-9311

Time: 11:25:10

Center: Conway

Employee: FRANKLIN, ARETHA

Begin:

12/21/2020

End: 01/05/2021

Date	Description	Clock In	Clock Out	Hours Worked	Comments
12/21/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/22/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	Jury Duty
12/23/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	Jury Duty
12/24/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	Jury Duty
12/25/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly		
			Total	35.00	
1/1/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/2/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/3/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/4/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/5/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly		
			Total	35.00	
			Total Hours	70.00	

- If an employee takes **Leave without pay**, you must enter the days on the time sheet with their normal work hours for each day, but change the hours worked for that day to (0). You will also need to have a paper leave sheet filled out for these days of leave without pay and the leave must be signed by the employee and their supervisor.

Date: 01/05/2021
Time: 11:25:10

TIME SHEET

Number: 7-77-9311
Center: Conway

Employee: FRANKLIN, ARETHA

Begin:
12/21/2020

End: 01/05/2021

Date	Description	Clock In	Clock Out	Hours Worked	Comments
12/21/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/22/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/23/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/24/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/25/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
1/1/2021	001 HOURLY	8:00:00 AM	3:00 PM	0.00	Leave W/o Pay
1/2/2021	001 HOURLY	8:00:00 AM	3:00 PM	0.00	Leave W/o Pay
1/3/2021	001 HOURLY	8:00:00 AM	3:00 PM	0.00	Leave W/o Pay
1/4/2021	001 HOURLY	8:00:00 AM	3:00 PM	0.00	Leave W/o Pay
1/5/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	7.00	
			Total Hours	42.00	

- If the Agency closes for **inclement weather**, you must enter the date on the time sheet for the employee with their normal work hours for that day and place in the comments “Inclement Weather”. You will do this for each day that the office is closed for inclement weather.

Date: 01/05/2021
Time: 11:25:10

TIME SHEET

Number: 7-77-9311
Center: Conway

Employee: FRANKLIN, ARETHA

Begin:
12/21/2020

End: 01/01/2021

Date	Description	Clock In	Clock Out	Hours Worked	Comments
12/21/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/22/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/23/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/24/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/25/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
1/1/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/2/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	INCLEMENT WEATHER
1/3/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	INCLEMENT WEATHER
1/4/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/5/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
			Total Hours	70.00	

- If an employee attends a **conference** and is unable to clock in and clock out, you must you must enter the date on the time sheet for the employee with their normal work hours for that day and place in the comments “Conference”. You will do this for each day that the employee is at the conference. *Please take note that if the employee is traveling after or before their normal work hours, you must record these hours on the time sheet as hours worked.*

Date: 01/05/2021
Time: 11:25:10

TIME SHEET

Number: 7-77-9311
Center: Conway

Employee: FRANKLIN, ARETHA

Begin:
12/21/2020

End: 01/01/2021

Date	Description	Clock In	Clock Out	Hours Worked	Comments
12/21/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	HS CONF. ATLANTA
12/22/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	HS CONF. ATLANTA
12/23/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	HS CONF. ATLANTA
12/24/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	HS CONF. ATLANTA
12/25/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	HS CONF. ATLANTA
			Weekly Total	35.00	
1/1/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/2/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/3/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/4/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/5/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
			Total Hours	70.00	

- If the **time clock system is down** and not functioning, you must enter the date on the time sheet for the employee with their normal work hours for that day and place in the comments “Time Clock Down”. You will do this for each day that the time clock is down.

Date: 01/05/2021
Time: 11:25:10

TIME SHEET

Number: 7-77-9311
Center: Conway

Employee: FRANKLIN, ARETHA

Begin:
12/21/2020

End: 01/01/2021

Date	Description	Clock In	Clock Out	Hours Worked	Comments
12/21/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/22/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/23/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/24/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/25/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
1/1/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	time clock down
1/2/2021	001 HOURLY	8:00:00 AM	10:00 AM	2.00	time clock down
1/2/2021	001 HOURLY	10:00:00 AM	3:00 PM	5.00	
1/3/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/4/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/5/2021	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
			Total Hours	70.00	

- If the Executive Director decides for an **early dismissal** on a work day, the employee will clock in and out for the day. The supervisor must enter the remaining time for each employee to complete their work day and place in the comments “Early Dismissal”.

Date: 01/05/2021
 Time: 11:25:10

TIME SHEET

Number: 7-77-9311
 Center: Conway

Employee: FRANKLIN, ARETHA

Begin:
 12/21/2020

End: 01/01/2021

Date	Description	Clock In	Clock Out	Hours Worked	Comments
12/21/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/22/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/23/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/24/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/25/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
1/1/1900	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/2/1900	001 HOURLY	8:00:00 AM	1:00 PM	5.00	
1/2/1900	001 HOURLY	1:00:00 PM	3:00 PM	2.00	Early Dismissal
1/3/1900	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/4/1900	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/5/1900	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
			Total Hours	70.00	

- If the Agency or program closes for **break, such as winter break or spring break**, you must enter the date on the time sheet for the employee with their normal work hours for that day and place in the comments “Winter Break” or “Spring Break”. You will do this for each day that the office is closed.

Date: 01/05/2021
 Time: 11:25:10

TIME SHEET

Number: 7-77-9311
 Center: Conway

Employee: FRANKLIN, ARETHA

Begin:
 12/21/2020

End: 01/01/2021

Date	Description	Clock In	Clock Out	Hours Worked	Comments
12/21/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	Winter Break
12/22/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	Winter Break
12/23/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/24/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
12/25/2020	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
1/1/1900	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/2/1900	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/3/1900	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/4/1900	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
1/5/1900	001 HOURLY	8:00:00 AM	3:00 PM	7.00	
			Weekly Total	35.00	
			Total Hours	70.00	

Time Clock System Instructions for Employees & Supervisors



I, _____, acknowledge that I have received a copy of the Time Clock System Instructions for Supervisors.

Employee Signature

Date