



Timecards
Timecards
Timecards

Electronic vs. Manual/Paper



Employee ID <i>REQUIRED</i>	Last Name	First Name	Location	Position Worked
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Date	Activity Performed	Regular Hours	Overtime Hours	Date	Activity Performed	Regular Hours	Overtime Hours
				Total Hours-----		0.00	0.00

Date	Description of Adjustments	Hours	Rate	Total Addition	Total Deduction
					()
					()
					()

Authorization: I hereby approve the hours and payroll adjustments indicated above for payment.

Date _____

Timecard salary adjustment-----	\$ 0.00
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Electronic ~~vs. Manual/Paper~~

[illegible][illegible]

Timecard Calendar Due Dates



Payroll Calendar 2020-21

Employees *SUBMIT* electronic timesheets on Pay Period End date*

Month of Pay	Pay Period Begins - Ends	Paper Timesheet Payroll Office Deadline	Timecard Online Pay Period Closes	Pay Date
Year-end accrual (2001108)	9/1/19 - 8/31/20	9/9/20	9/11/20	9/18/20
September (2001009)	9/1/20 - 9/5/20	9/9/20	9/11/20	9/30/20
October (2001010)	9/6/20 - 10/10/20	10/13/20	10/16/20	10/30/20
November (2001011)	10/11/20 - 11/7/20	11/10/20	11/13/20	11/30/20
July (2101007)	6/6/21 - 7/10/21*	7/13/21	7/16/21	7/30/21
August (2101008)	7/11/21 - 8/7/21	8/10/21	8/13/21	8/31/21

*school year employees submit electronic timecards on last day of school

Outsource Codes – Payroll Timecards Only

Code	Short Desc	Long Desc	Workflow Timekeeper	Workflow Authority
AT	ATHLETICS	ATHLETICS	Sarah Sundstrom	Robert Polk
CP	CATEG PRO	CATEGORICAL PROGRAMS	Brandy Cracchiolo	Chad Golden
CT	CTE	CAREER TECHNICAL EDUC	Vanessa Edwards	Brian Day/Anthony Anderson
DS	DEPUTY SUPT	DEPUTY SUPERINTENDENT	Lorie Lambert	Peter Scott
EA	EARLY LRN	EARLY LEARNING	Rola Bachour	Anne Arnold
EC	ECEAP	ECEAP PROGRAM	Jodi Madison	Anne Arnold
K1	ELA K-5	K-5 LITERACY ELA	Theresa Webb	Shelley Boten
K2	ELA 6-12	SECONDARY ELA/K-12 SCI/SRC/LIVELY	Bridget Sphung	Shelley Boten
EL	ELL	ENGLISH LANGUAGE LRN	Kinh Passey	Chad Golden
HC	HC/NUR/HSB	HI CAP/NURSES/HS BEYOND/504	Lindsey DeCarteret	Dave Peters
HR	HUMAN RES	HUMAN RESOURCES	Jean Hanson	Debbie Kovacs
KT	KIT/MCKINNEY	KIDS IN TRANSITION/MCKINNEY VENTO	Amy Perusse	Chad Golden
KM	MATH K-12	K-12 MATH	Tina Roth	Shelley Boten
OG	OTG	ON TIME GRADUATION	Jessica Knight	Cathy Woods
SP	SPEC SVC	SPECIAL SERVICES	Donna Moran	Kelly Klevenger
ST	STEM-CASP	STEM-CASP/PARTNERSHIPS	Tina Roth	Anthony Anderson
T1	SUPT CENTRAL	TEACH/LEARN SUPT CENTRAL	Cathy Parken	Sally Lancaster
T3	SUPT NORTH	TEACH/LEARN SUPT NORTH	Sue Butterfield	Jeannie Willard
T2	SUPT SOUTH	TEACH/LEARN SUPT SOUTH	Kellee Newcomb	Larry Fleckenstein
TP	TPEP/BEST	TPEP/BEST	Tina Roth	Shelley Boten
VL	VOLUNTEERS	VOLUNTEERS	Tina Roth	Shelley Boten

History				
USER ID	WHEN IN	NAME	WHEN OUT	GROUP
10933 ✓	08/29/2020 14:22:09	RUDE, MEGAN	08/31/2020 08:02:53	wf Eisenhower Timekeeper
04069 ✓	08/31/2020 08:03:09	ALLEN, KEVIN GERARD	08/31/2020 15:22:29	wf Eisenhower
08299 ✓	09/01/2020 15:22:52	PERRY, SUSAN E	09/02/2020 13:55:18	wf Partnr/STEM Timekeeper
04069 ✓	09/02/2020 13:55:59	ALLEN, KEVIN GERARD	09/02/2020 13:55:59	wf Eisenhower
04069 ✓	09/02/2020 16:36:46	ALLEN, KEVIN GERARD	09/02/2020 16:36:46	wf Eisenhower
11698 ✓ ✗ ⚡ ⏸	09/02/2020 16:39:30	SPEAR, KALLE J		wf STEM/CASP Humanities
04069 ✓	09/02/2020 16:39:30	ALLEN, KEVIN GERARD	09/02/2020 16:39:30	wf Eisenhower
TBA	Future Task Item	To Be Assigned		wf Payroll Timekeeper

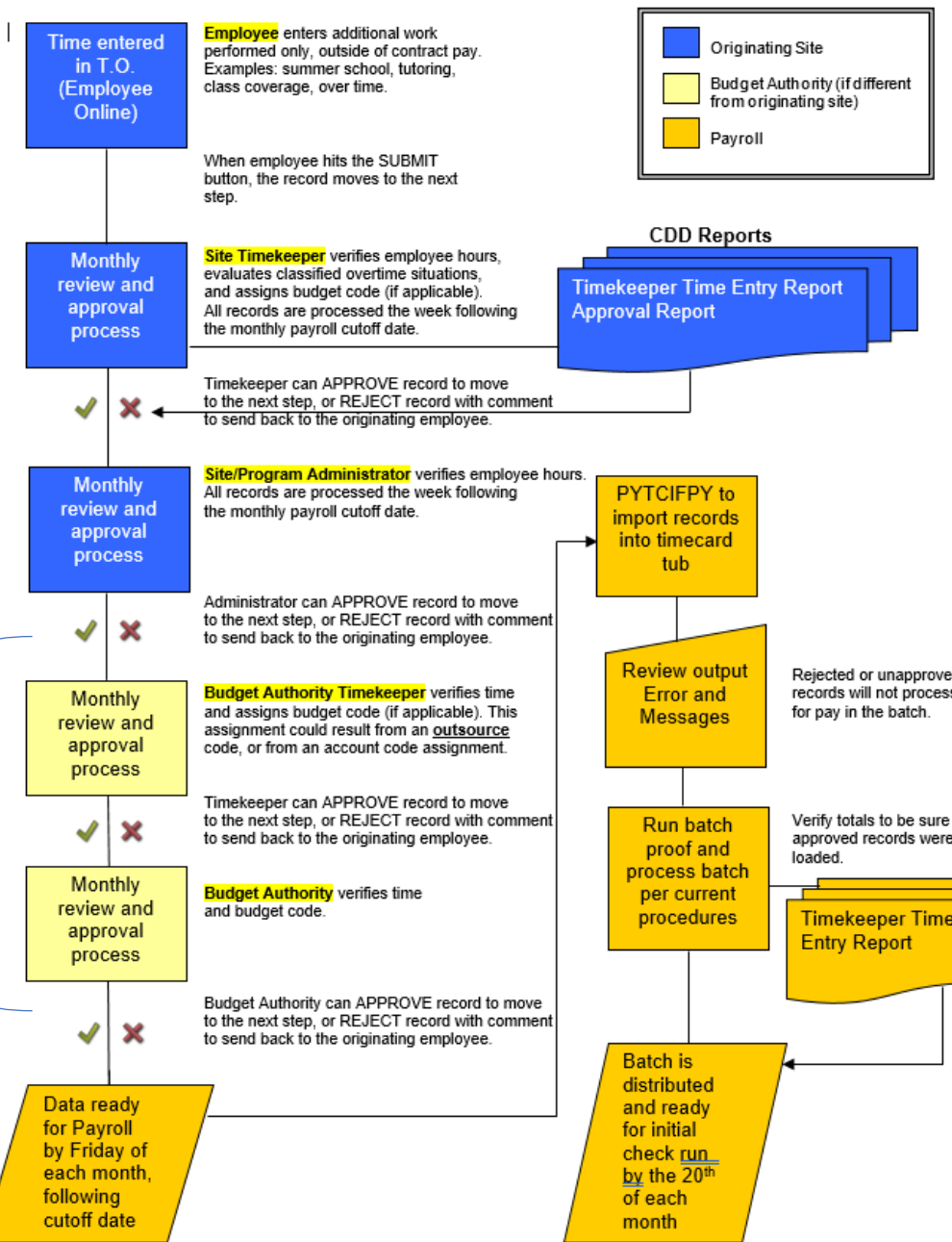
Summary						
=====						
12360	IVES, JULIE THERESA					
=====						
PERIOD	SET NAME	GROUP	SUPERVISOR	APPROVAL CODE		

2001108	TO2001108	24	24	SO		
DATE	HOURS	HOUR DESCRIPTION		FQA KEY	OUTSOURCE CODE	NOTES

8/10/2020	6.00000	3157	SCHOOL IMPROVEMENT	10-01-27-224-08000		ANTI-RACI
8/21/2020	3.50000	3148	PLANNING TIME	10-01-31-224-61103	ST	UNIT OUTI
8/29/2020	6.50000	3148	PLANNING TIME	10-01-31-224-61103	ST	UNIT OUTI

Total:		16.00000				

PROCESSING ELECTRONIC EMPLOYEE TIMECARDS
BUSINESS PROCESS FLOWCHART

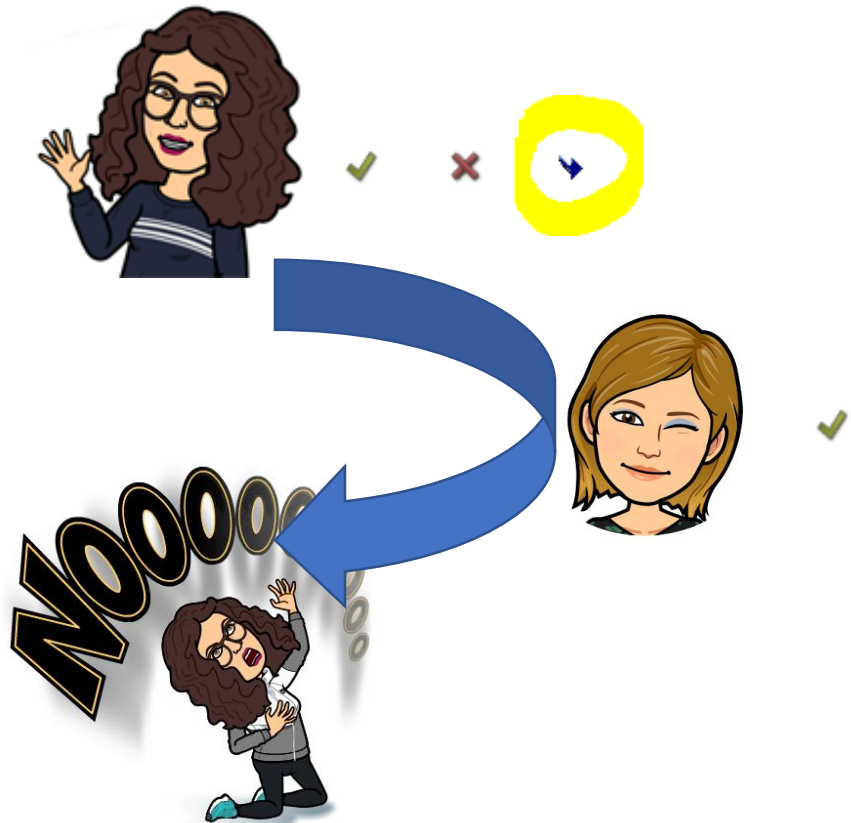


Programmed in the model to read
Outsource Codes

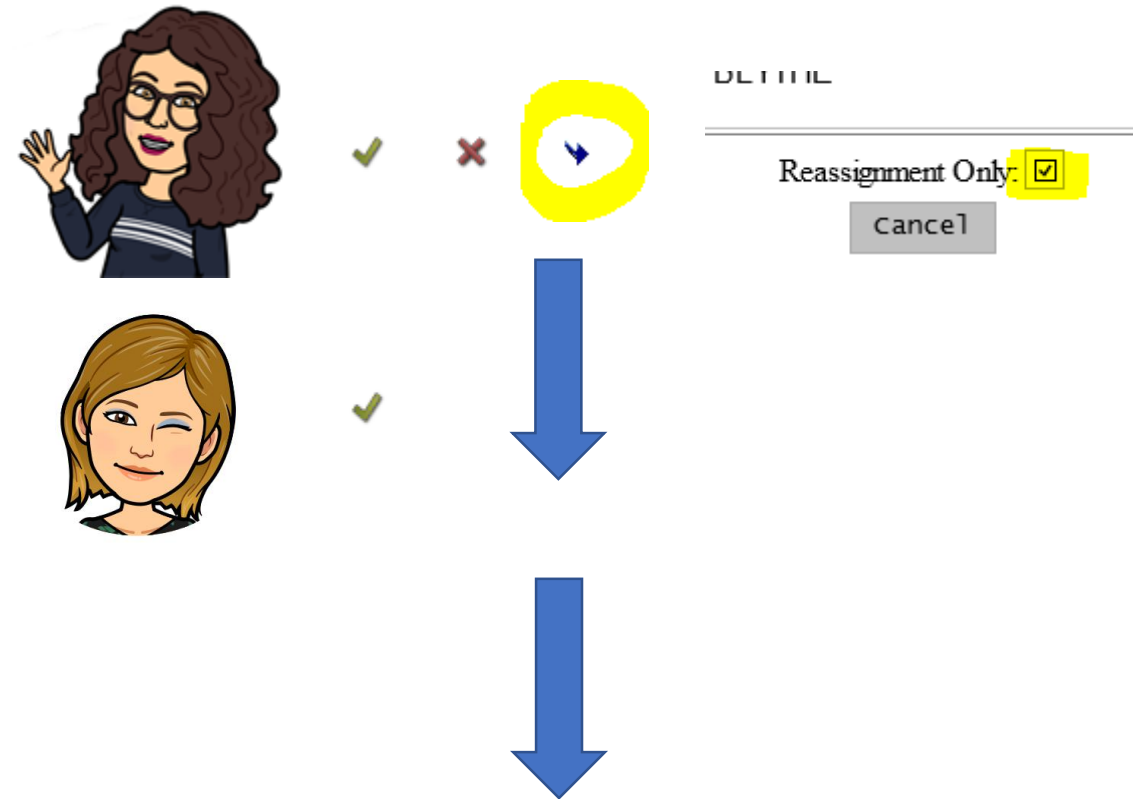


Delegation Boomerang – Workflow Option

Delegate Default Behavior = Boomerang



Delegate REASSIGNMENT Behavior = Go Away!



Reminders

- Update Frontline with employee hours
- Do not adjust Frontline absences after verification
- At year end, split paper timesheets





Miscellaneous Info

- Paraeducator Assignments
- New Payroll Technician
- HR Location Codes to 3-digits
- BusinessPlus Software Updates