



# FAQs for Administrators

## WHAT IS TimeClock Plus?

A web based timekeeping system and a replacement for the yellow paper time sheets you have been using to record Additional Pay / Hours Worked. These are extra hours worked beyond your regularly scheduled work day. Some of these hours might include On-Call, Title 1 Work Shop, Curriculum, Drivers Ed, Media, SPED One-on-One and general extra hours worked in your regular position (as approved by your Supervisor, Principal, Manager).

## WHEN WILL TimeClock Plus BE IMPLEMENTED?

TimeClock Plus will be rolled out in two phases:

Phase 1: All Schools September 2016

Phase 2: All Departments January 2017

## HOW DO I LOGIN TO TimeClock Plus?

Yes, this timekeeping system is web based and secure. The link will be available on the Reynolds District intranet and iVisions Web Portal.

Administrators, Principals, Managers, Secretaries will use the web site:

<https://rs3.tcplusondemand.com/app/manager/#/ManagerLogOn/92594>

Your login ID and beginning password will be emailed to you at a later date, rather than offer it now on a printed document.

We are working with IT to have your TimeClock Plus password be the same as your email password.

TimeClock Plus is NOT available for your Android/IOS phone at this time.

## WHERE WILL MY EMPLOYEES LOGIN TO TimeClock Plus?

Some employees may not have a computer assigned to them for daily use. Please designate specific computers and locations so these employees are able to access TimeClock Plus. A possible example of this is the school library or computer lab. The District Office will also have 2 computers available for use in the lobby.



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## WHAT INFORMATION WILL I HAVE ACCESS TO?

The employees in your building, department or functional area of responsibility. TimeClock Plus shows basic employee profile information under the [EMPLOYEE] tab and timesheet entries under the [HOURS] tab.

Your Secretary will also have access to the same information, but will NOT necessarily have the security to change or approve entries made in the time sheet.

## WHAT IS MY ROLE AND RESPONSIBILITY?

You are the approver for ALL extra hours worked and reported in TimeClock Plus. Some Job Codes may require more than one approver (Grants, Interpreters, Bond dollars used to pay staff). On a daily or weekly basis, you can login to TimeClock Plus and view all time entries made for your school building, department or area of responsibility. You can then approve them one-by-one or mass approve all entries.

You may choose to use the email function to contact employees with a question about a time sheet entry. You might also choose to change the **Job Code** to charge a different budget number.

Consult with Payroll on job code if it is not listed on the Job Code Matrix. Correct rate of pay and account number can be predefined for employees to select when entering time worked.

## WHAT IS A JOB CODE?

A **Job Code** is a simple explanation of the work you did and tied to a specific RSD account from which you will be paid. Many of the Job Code names are familiar to you already. Your building Secretary, Department Manager and Payroll Office can assist you with Job Codes and their meaning and use. Job Codes have already been assigned to employees based on their position with Reynolds District.

Most employees will only have access to 3-5 Job Codes. Some Departments, such as SPED, Transportation and Facilities may have more. Approximately 10-15 Job Codes are



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assigned to each school building. The Finance/Payroll departments will work with you to tailor Job Codes to your needs and budget requirements.

## HOW DO I KNOW WHAT BUDGET A JOB CODE WILL BE CHARGED AGAINST?

You and your Secretary will receive a “Job Code Decoder” which will show all available Job Code Numbers with their corresponding Job Code description and GL key/Budget number to be charged.

## WHAT HAPPENS IF I AM ABSENT? CAN I DELEGATE SOME OF MY STAFF TO ANOTHER ASSISTANT PRINCIPAL?

Yes. Assistant Principals, Executive Secretaries and Department Managers will already have some “Approval Rights”. You can also request to give another staff member, via email to Cynthia Le in Finance, for Temporary “Approval Rights” if you are unable to complete your obligation. Assistant Principals might be assigned a range of employees by name of classification (A-L M-Z, Classified, Licensed).


## CAN SECRETARIES ENTER TIMECARD INFO ON BEHALF OF EMPLOYEES?

We don’t recommend this but it can be done. Please contact Payroll for further details.

## MAY I CREATE MY OWN REPORTS?

Yes. Time Clock Plus comes with a number of standard reports, all of which you may tailor to your preferred needs and save for repeated use. You may also schedule reports to be emailed to you on a regular basis (daily, weekly, monthly, every Friday, etc...).

## CAN I SEND EMAILS VIA TIMECLOCK PLUS?

Yes, when you are on any page of the system, look in the upper right-hand corner next to your Login Name, and click on the mailbox icon.  After selecting your recipients, there is a checkbox at the bottom of the window to “send e-mail”.



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## CAN I ADD, CHANGE, DELETE OR INACTIVATE A JOB CODE?

Yes, you can complete a **Job Code Change Form** and email it to H Cynthia Le in Finance. Requests should be sent no later than the 20<sup>th</sup> of the current month to become effective the 1<sup>st</sup> of the next month.

Example: If one of your budget line item (dollars) is used up and you request to inactivate the Job Code, it will no longer appear in the drop down box for employees to select. It can be reactivated in the new Fiscal Year.

Please understand that multiple Job Codes can be charged to the same GL Account Key. Budget and Payroll can assist you with these issues.

## WHAT ARE THE USERNAMES AND PASSWORDS FOR MY STAFF?

Staff should enter the same username and password as their RSD computer and email login.

## WHAT ARE THE USERNAMES AND PASSWORDS FOR MY TEMPORARY EMPLOYEES?

For temps, they should enter their first initial and last name for the username.

Example Username: mjordan

The default password for temps is PEID plus two zeroes or just PEID.

Example Password: 99999900 or 999999



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## WHAT ARE MY DEADLINES FOR PAYROLL?

All time **must** be entered and approved NO LATER THAN the last working day of the month. The month will be **closed** and **NO** more time entries will be allowed for payment on the regular 20<sup>th</sup> pay date. **Payroll CANNOT pull late entries from prior months.**

You have until **10:00 AM** on the first working day of the month to complete ALL approvals for the prior month. See next page for chart.

DATES WORKED	TIME SHEET ENTRY & APPROVAL DUE DATE
07/01/16-07/15/16	7/18/2016
07/16/16-07/31/16	8/1/2016
08/01/16-08/15/16	8/16/2016
08/16/16-08/31/16	9/1/2016
09/01/16-09/15/16	9/16/2016
09/16/16-09/30/16	10/3/2016
10/01/16-10/15/16	10/17/2016
10/16/16-10/31/16	11/1/2016
11/01/16-11/15/16	11/16/2016
11/16/16-11/30/16	12/1/2016
12/01/16-12/15/16	12/16/2016
12/16/16-12/31/16	1/3/2017
01/01/17-01/15/17	1/17/2017
01/16/17-01/31/17	2/1/2017
02/01/17-02/15/17	2/16/2017
02/16/17-02/28/17	3/1/2017
03/01/17-03/15/17	3/16/2017
03/16/17-03/31/17	4/3/2017
04/01/17-04/15/17	4/17/2016
04/16/17-04/30/17	5/1/2017
05/01/17-05/15/17	5/16/2017
05/16/17-05/31/17	6/1/2017
06/01/17-06/19/17	6/20/2017
06/20/17-06/30/17	7/3/2017



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## WHAT IS THE PROCESS FOR EMPLOYEES ENTERING LATE TIME SHEET ENTRIES?

Employees who neglected to enter time from a previous month will need to enter the time on the current date (today) as JOB CODE = **Late Time Entry**, include in the note field (100 character limit) the original date worked and an explanation of the work. They will be contacted by you, the Principal, Supervisor or Department Manager who will approve the entry and forward to payroll on exception report for payment. Repeated Late Time Entries in TimeClock Plus could result be reason for disciplinary action.

If you have any additional questions or are having issues logging in, contact Payroll at [TimeClockPlus@rsd7.net](mailto:TimeClockPlus@rsd7.net)