

Houston County
School District
Time and Attendance
Timesheet Review and
Approval

HOUSTON COUNTY SCHOOL DISTRICT
Time and Attendance Timesheet Review and Approval

TABLE OF CONTENTS

	PAGE NO.
SECTION 1: INTRODUCTION	3
SECTION 2: TIMESHEET REVIEW AND APPROVAL	3
SECTION 3: TIMESHEET APPROVAL SCHEDULE.....	15
SECTION 4: PAYMENT OF OVERTIME	15
SECTION 5: GAP/OT PAYMENTS – SCHOOL ACTIVITY	15
SECTION 6: TIME AND ATTENDANCE CONTACT LIST.....	19
SECTION 7: EXAMPLES	
Timesheet Approval Schedule	#1
Work Detail Report with GAP	#2
Work Detail Report with Overtime.....	#3
Supplemental Pay Voucher	#4

SECTION 1: INTRODUCTION

The Frontline Time and Attendance Program is being utilized to replace the school district's existing paper timesheet and timecard system. Timesheets will now be completed by employees and approved by supervisors electronically in the Time and Attendance program.

***** Please note that Time and Attendance only allows for one approver on the timesheets submitted by employees.***

If your school or department procedure has included multiple timesheet or timecard approvers in the past, this process has been updated with the new system. In the Time and Attendance program, the only approver will be the final approver, such as the administrator at a school or a director for a department.

However, if the final approver also wishes to have a designee review and reconcile the timesheets first, that person must be set up as a "Campus User" in Time and Attendance, with access to the appropriate employee timesheets. This setup can be requested from the Human Resources Department. The school or department will then need to establish a communication procedure between the reviewer and approver on when the timesheets are ready for final approval.

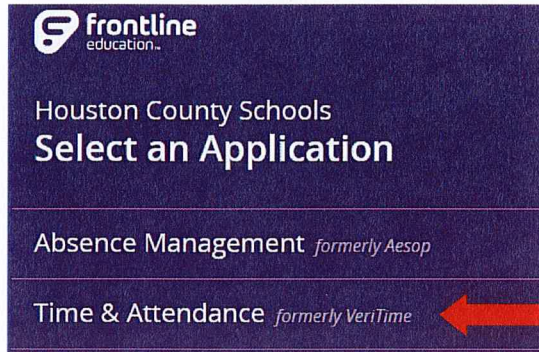
***** Please note that lunchroom monitors, part-time clerical staff, After School Program employees, and band assistants will still need to complete paper timesheets and submit them to Payroll for their time to be paid. These employees will not complete a timesheet in Time and Attendance at this time.***

SECTION 2: TIMESHEET REVIEW AND APPROVAL

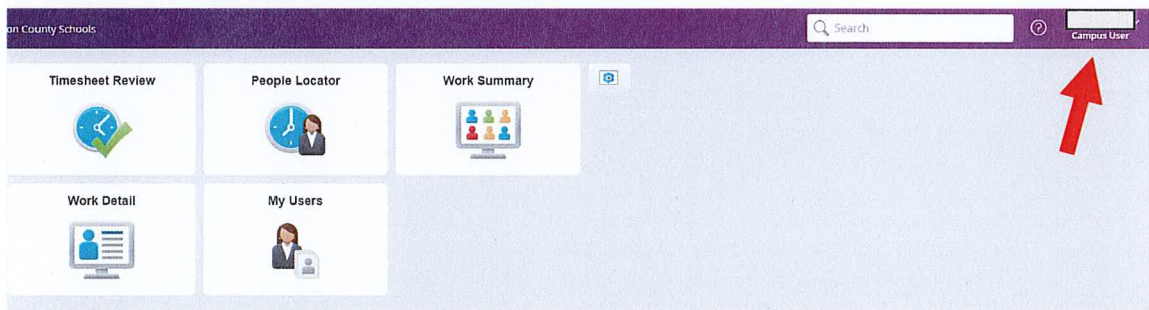
1. Log into the SSO Portal and click on the Frontline Absence Management bookmark:



2. Click on “Time and Attendance:”

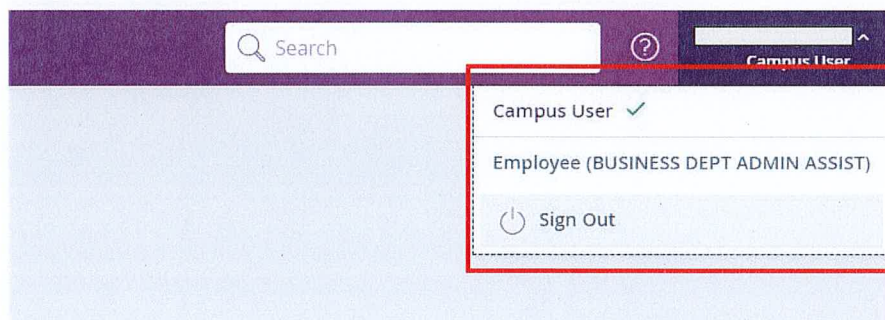


3. Please ensure that you are identified as a “Campus User” in the upper right-hand corner of the screen:



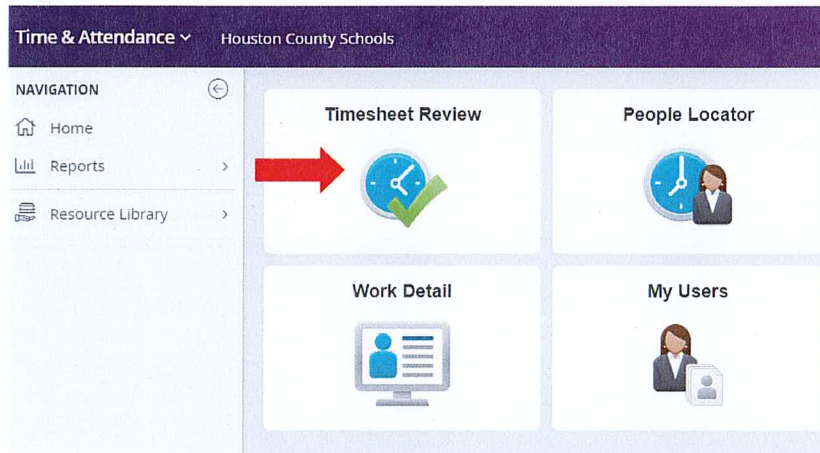
**** If you do not see “Campus User” under your name, click in that area. A drop down will appear and you can choose that option. If you do not have that option listed, and you are one who reviews and/or approves timesheets, please contact the Human Resources department to grant you access.**

**** An employee who enters a timesheet on a weekly basis, but has also been designated as a timesheet reviewer will have two options when clicking in the upper right-hand corner. They will use the “Employee” option to enter their own timesheet every week and will use the “Campus User” option to review timesheets. Please see the image below:**



Once you have verified you are a “Campus User,” please follow the steps below to review and/or approve timesheets.

4. Click on the “Timesheet Review” icon:



5. Under Date Range, click the dropdown menu and choose the week that needs to be reviewed and approved:



6. Click “Search” and a list of employees will appear under this box:

REPORTS > TIMESHEET REVIEW

Timesheet Review View: Business Change

Approve, Reject, or Reset Timesheets

Date Range: Weekly 03/06/2023 - 03/12/2023 Filter By: -- None -- User Status: Any Sort By: User Name - Ascending [Advanced Options](#)

Q Search

Weekly 03/06/2023 - 03/12/2023 Page 1 of 1 20 Displaying 1-5 (Total: 5)

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/> EMPLOYEE	40:00	40:00	00:00	40:00	00:00	Submitted
<input type="checkbox"/> EMPLOYEE	40:00	40:04	00:00	40:04	00:04	Submitted
<input type="checkbox"/> EMPLOYEE	16:00	15:30	00:00	15:30	-00:30	Approved
<input type="checkbox"/> EMPLOYEE	40:00	24:00	00:00	24:00	-16:00	Pending
<input type="checkbox"/> EMPLOYEE	32:00	32:03	00:00	32:03	00:03	Approved

**** Please ensure the list includes all of the employees you review and approve timesheets for. If an employee is not shown and needs to be, please contact the Human Resources Department.**

7. Please pay attention to the “Net Difference” column on this screen.
- A negative amount may mean that the employee is missing a punch or a time event on their timesheet.
 - Leave entered into Absence Management should flow to the timesheet automatically. Because of this, a negative amount could mean that a leave event was not entered into the Absence Management system.
 - In addition, a positive amount means that the employee worked more than their scheduled hours and that overtime pay may be owed to the employee.

8. Any timesheet that is ready for review will show “Submitted” in the “Status” column. If the timesheet does not show this status, the employee may need to be reminded to submit their timesheet.

**** Please note that timesheets will be created in the system for the holiday weeks, such as Fall Break, Thanksgiving break, Christmas Break, and Spring Break. They include a master calendar event that fills in the timesheet automatically.**

These timesheets must still be submitted in the Time and Attendance program by the employee and must be approved by the campus user!

REPORTS > TIMESHEET REVIEW

Timesheet Review

View: Business [Change](#)

Approve, Reject, or Reset Timesheets

Date Range: Weekly 03/06/2023 - 03/12/2023

Filter By: -- None --

Sort By: User Name - Ascending






[Advanced Options](#)

User Status: Any

Search

Weekly 03/06/2023 - 03/12/2023 Page 1 of 1 20

Displaying 1 of 5

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/>  EMPLOYEE <input type="text"/>	40:00	40:00	00:00	40:00	00:00	Submitted
<input type="checkbox"/>  EMPLOYEE <input type="text"/>	40:00	40:04	00:00	40:04	00:04	Submitted
<input type="checkbox"/>  EMPLOYEE <input type="text"/>	16:00	15:30	00:00	15:30	-00:30	Approved
<input type="checkbox"/>  EMPLOYEE <input type="text"/>	40:00	24:00	00:00	24:00	-16:00	Pending
<input type="checkbox"/>  EMPLOYEE <input type="text"/>	32:00	32:03	00:00	32:03	00:03	Approved

9. To view the timesheet for review purposes, click on the timesheet icon next to the name of the employee whose timesheet you would like to review:



10. The timesheet will open in new box on the screen:
 - a. The total amount of time entered will appear at the top of the screen.
 - b. If you click “Expand All,” the screen will open all of the days of the timesheet and you can scroll through to review each day’s activity.

11. When reviewing a timesheet, please pay attention to the following:

- ** Ensure all actual time worked has been entered on the timesheet.**
- ** Ensure all leave has been entered and has correctly flowed from Absence Management onto the timesheet.**
- ** If the employee utilized flex time during the week, please ensure it was appropriately reflected on the timesheet.**
- ** Please note that lunch breaks are automatically deducted on the timesheet for some employee groups. These employees are only required to clock in at the beginning of the day and the end of the day. This auto deduct is listed as “Admin Time.”**

12. If you scroll to the bottom of the screen, a summary is given. It will display how much work time was entered, how much leave was entered, and how many hours were auto-deducted (Admin Time).

**** The total of these hours should agree to the employee's scheduled hours for the week. If the total is not correct, you must research to find the discrepancy.**

TUE March 07, 2023	Total + 08:05 Paid + 08:05	▼
WED March 08, 2023	Total + 08:17 Paid + 08:17	▼
THU March 09, 2023	Total + 08:43 Paid + 08:43	▼
FRI March 10, 2023	Total + 06:30 Paid + 06:30	▼

Weekly 03/06/2023 - 03/12/2023 Summary					
LOCATION	JOB TYPE	TYPE	TOTAL	PAID	
Business - Finance	242 Day - 8 Hour Employees	Time Events	37:30	37:30	
Business - Finance	242 Day - 8 Hour Employees	Leave	06:30	06:30	
Business - Finance	242 Day - 8 Hour Employees	Admin Time	-04:00	-04:00	
Total			40:00	40:00	

13. If a correction is required on the timesheet, the method of fixing it depends on what the error is. Here is a list of common errors and how to make the correction:

a. **Error Example #1 – The employee did not take a lunch break or did not take their full lunch break:**

- **If the employee has an auto-deducted lunch break**, you must change the amount of the deduction on the appropriate day.
When changing the amount of the deduction, enter the number as a **NEGATIVE**.
If the employee did not take a lunch, enter **0:00**.
Click "Save Changes" for the change to take effect.
**** You MUST notify the employee of the correction.**
**** Time and Attendance will require you to enter a reason for the change. Include the reason and the statement "Notified Employee."**
**** Once the change is made, verify the day reflects the correct total time worked.**

⚙️ Actions ▾

Weekly
03/06/2023 - 03/12/2023

TOTAL
+ 40:15

PAID
+ 40:15

✕ Cancel All Changes

☒ Save Changes

▼ Expand All

^ Collapse All

MON March 06, 2023

Total + 08:40 Paid + 08:40 ^

LOCATION
Business - Finance

JOB TYPE
242 Day - 8 Hour Employees

DUE
03/14/2023

Submitted

 Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	08:00	--

[+ Add New Event](#)

TIME EVENTS

Sign In

[Sign Out](#)

Testing-Notified

Total

Pa

Account: 100-1450-2500-142300-8004-04-000000 Change

ADMIN TIME

Duration

Reason

Total

Pa

TIMESHEET COMMENT

 Insert Comment

+ 08:40 + 08:40

- ** You MUST notify the employee of the correction.**

**** Time and Attendance will require you to enter a reason for the change. Include the reason and the statement "Notified Employee."**

**** Once the change is made, verify the day reflects the correct total time worked.**

b. **Error Example #2 – Leave is missing from the timesheet** – The leave must be entered in the Absence Management System first. Once it has been entered, you can come back to the timesheet in Time and Attendance, the leave should be reflected, and you can move forward with review and approval.

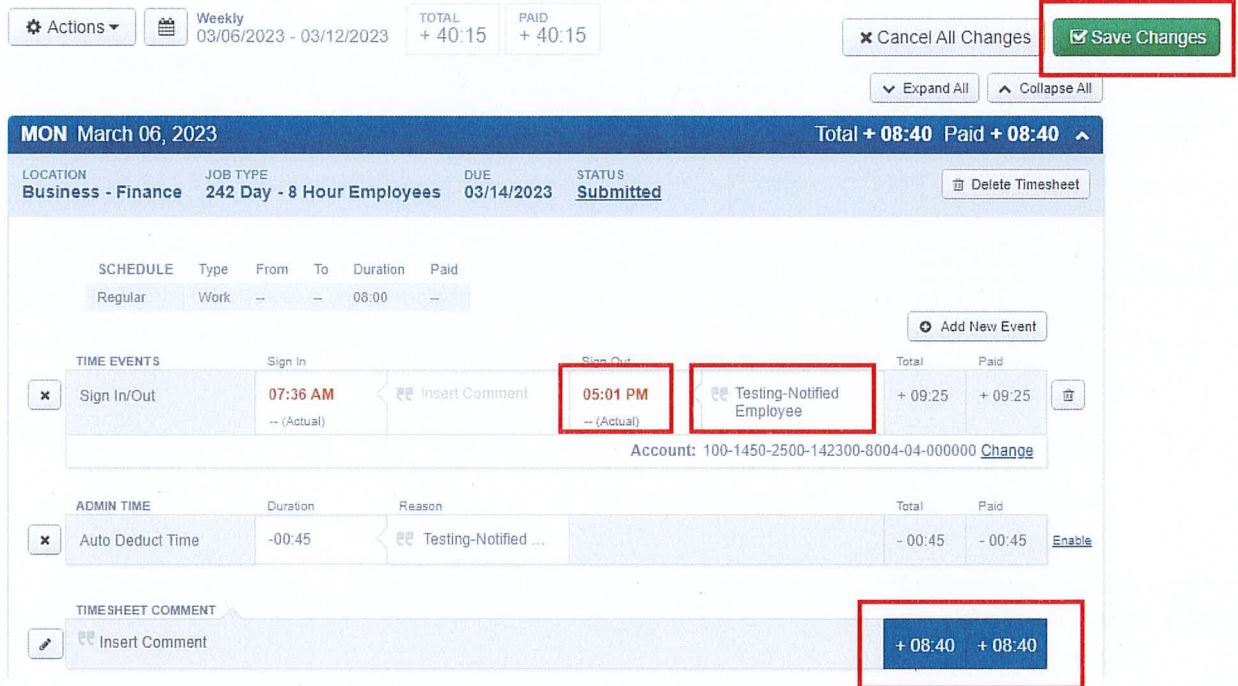
11

- c. **Error Example #3 – The employee did not clock in or out correctly** – On the timesheet in the review screen, expand the date, click on the time that requires the correction, and enter the correct time. Click “Save Changes” for the change to take effect.

**** You MUST notify the employee of the correction.**


**** Time and Attendance will require you to enter a reason for the change. Include the reason and the statement “Notified Employee.”**

**** Once the change is made, verify the day reflects the correct total time worked.**



- d. **Error Example #4 – The employee worked hours over the weekend, but those days and times are not showing on the timesheet** – This time must be physically added by the campus user. Please complete the following steps:

- At the top of the timesheet, click on the dropdown menu called “Actions” and choose “Add Timesheet.”



- A box will appear that will allow you to choose the day and date. Choose the weekend day you need to add time for by clicking on the drop down box. Then, click OK:

Add Timesheets

Dates
Sat, June 24, 2023

Location/Job Types
Business - Finance - 242 Day

Cancel OK

- You will then see that the particular weekend day is now appearing on the timesheet. You can enter the clock in and clock out times for the time worked to be added to the timesheet for the week. Click “Save Changes” for the addition to take effect.

SAT June 24, 2023 Total 00:00 Paid 00:00

LOCATION: Business - Finance JOB TYPE: 242 Day - 8 Hour Employees DUE: 06/27/2023 STATUS: Pending

TIME EVENTS

Sign In	Sign Out	Total	Paid
Sign In/Out		00:00	00:00

TIMESHEET COMMENT

00:00 00:00

Please remember:

- ** You MUST notify the employee of the correction.**
- ** Time and Attendance will require you to enter a reason for the change. Include the reason and the statement “Notified Employee.”**
- ** Once the change is made, verify the day reflects the correct total time worked.**

14. Once the timesheet is correct, you can now approve it. Click the “Approve, Reject, or Reset” button at the top of the timesheet.

Approve, Reject, or Reset

15. A “Timesheet Status” box will appear.
 - a. Make sure the action is shown as “Approve.”

- b. Type a description in the comment box if necessary.
- c. Click the box next to the statement “I certify that these timesheets are a true statement...”
- d. Click Submit.

Timesheet Status [X]

Action: Approve ▼

Comments:
[Text Input Field]

☒ I certify that these timesheets are a true statement of the hours recorded in the period indicated.

[Cancel] [Submit]

16. A box will appear saying the updates were successful. Click “Close.”

Timesheet Status [X]

The update(s) were successful

[Close]

17. Close the timesheet to go back to the employee list. The status of that timesheet will now show as “Approved.”
18. You can now move forward with approving other timesheets.

SECTION 3: TIMESHEET APPROVAL SCHEDULE

Please note that work weeks for the Houston County School District begin on Monday and end on Sunday.

All timesheets must be reviewed and approved in the Time and Attendance program on a weekly basis. In addition, all timesheets for a pay period must be approved by the Payroll Approval Deadline. Example #1 includes a schedule of those approval deadlines.

If timesheets are not approved in a timely fashion, the payment of overtime could be affected.

SECTION 4: PAYMENT OF OVERTIME

There are two types of additional time beyond the employee's normal work hours that could be reflected on a timesheet.

The first type is called **"GAP" time**. This type occurs when additional time over the employee's normal scheduled hours is reflected on the timesheet, but the employee did not physically work more than 40 hours during the work week. In this circumstance, some type of leave is normally present on the timesheet as well, or the employee's scheduled work hours are less than 40. This additional time would be paid at the employee's *regular hourly rate*.

The second type is called **"Overtime (OT)."** This type occurs when additional time over the employee's normal scheduled hours is reflected on the timesheet, and the employee DID physically work more than 40 hours during the work week. In this instance, the additional time would be paid at *one and a half times the employee's hourly rate*.

The Time and Attendance system keeps track of the additional time worked by employee and automatically classifies it as GAP or overtime. **If GAP time or overtime is noted on a timesheet, it must be paid.** This additional time will be paid by the Payroll Department via an export from the Time and Attendance program.

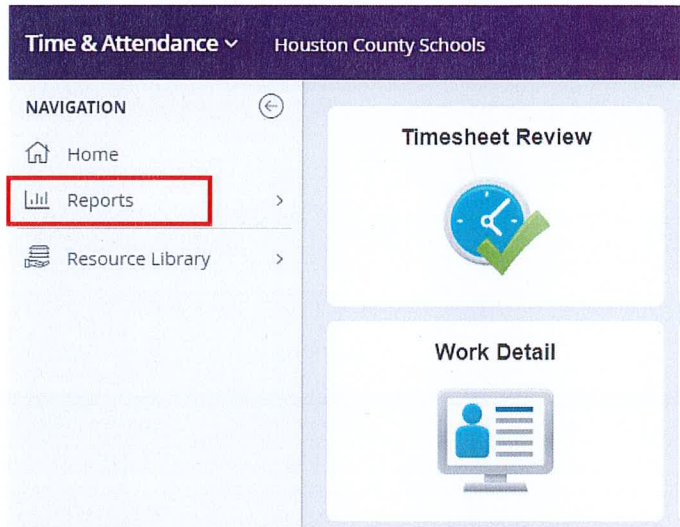
**** However, schools must still submit documentation and payment to the Business Office for any GAP or overtime being paid from School Activity Funds.**

**** For any questions regarding the approval of timesheets or the payment of overtime, please contact the Payroll Department.**

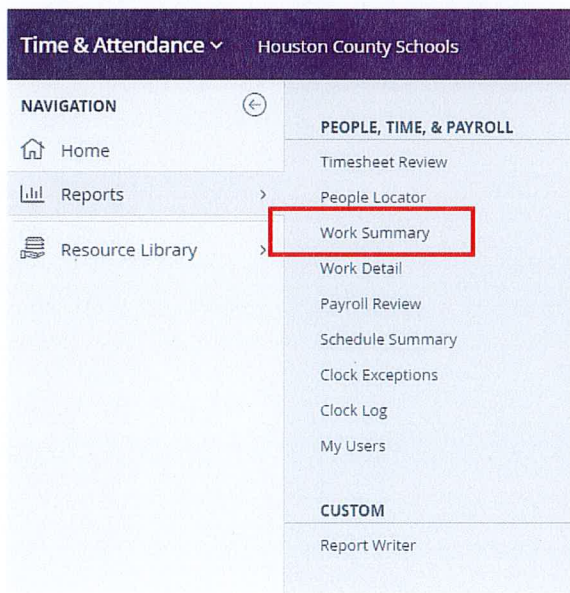
SECTION 5: GAP/OT PAYMENTS – SCHOOL ACTIVITY

To pay for the GAP or overtime from School Activity Funds, please adhere to the following steps:

1. On the Home screen in the Time and Attendance Program, click on "Reports:



2. Click on “Work Summary:”



3. Click on the dropdown menu that lists the date range. Select the week the GAP or overtime occurred:

REPORTS > WORK SUMMARY

Work Summary

Date Range:

Weekly

03/06/2023 - 03/12/2023

Show Columns:

☒ All Options

☒ Working Time

☒ Paid Leave Time

☒ Unpaid Leave Time

☒ Total Time

☒ Total Scheduled

6 selected [Clear](#)

Narrow by Location:

☒ All Options

☒ Business - Accr

☒ Business - Fina

User Status:

Any

Group By:

None (Default)

Filter By:

None (Default)

[Run Report](#)

- Click "Run Report:"

[Run Report](#)

- The list of your employees will appear. Click on the "Work Detail Report" icon to the left of the employee name that had the overtime:



- On the next screen, a box with report parameters will appear. CHECK the box next to "Hide Work Week Summary," and UNCHECK the boxes next to "Hide User Signature Line" and "Hide Manager Signature Line."

REPORTS > WORK DETAIL

Work Detail

Date Range:

Weekly

03/06/2023 - 03/12/2023

Display Options:

☒ Hide Work Week Summary

☒ Hide Days

☒ Hide Day Details

☒ Hide Day Totals

☐ Hide Job Summary

☐ Hide User Signature Line

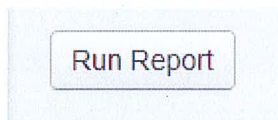
☐ Hide Manager Signature Line

Filter By:

Events and Wages

[Run Report](#)

7. Click "Run Report:"



8. A "Job Summary" screen will appear. Right click in the job summary and choose "Print."

JOB SUMMARY			
Jobs	Events		Wages
JOB	CODE	TYPE	WAGE CODES
			TYPE DUR
242 Day - 8 Hour Employees	AD	Auto Deduct Time	
	ET	Sign In/Out	
	LV	(SICK) Pers Illness	
	--	--	
	--	--	
242 Day - 8 Hour Employees Total			40:54
Jobs 03/06 - 03/12 Total			40:54

Back
 Forward
 Reload
 Save as
 Print...
 Cast...
 Search images with Google
 Create QR Code for this page
 Translate to English
 View page source
 Inspect

Signature of Date:

Manager's Signature: Date:

9. The report will appear in a printer output screen. Print the report to later be placed with a supplemental pay voucher. The employee and supervisor must sign and date this report.

**** Please note that the Work Detail Report provides information on how much work time was related to regular work hours, how much was GAP time, and how much was overtime. This will be used to determine the amount of additional pay due to the employee. Example #2 includes a report with GAP time and Example #3 includes a report with overtime ("OT15").**

10. Obtain a supplemental pay voucher (Example #4). Complete the form to calculate how much is owed to the employee for the additional time.

**** Please remember that the GAP or overtime shown on the Work Detail report must be rounded according to the rounding rules seen below when calculating the amount owed. GAP time is paid at the employee's regular rate, and overtime is paid at one and a half times the employee's regular rate.**

Addl. Min. Recorded	Round To
8.0 to 22.0 minutes	Quarter Hour (.25)
23.0 to 37.0 minutes	Half Hour (.50)
38.0 to 52.0 minutes	Three Quarter Hour (.75)
53.0 to 7.0 minutes	Whole Hour (.00)

11. Using the Supplemental Pay Voucher and the Time and Attendance Work Detail Report as your documentation, please issue a school check to the Houston County School District for the amount of pay owed, including FICA.

12. Send the check, the original Supplemental Pay Voucher, and a copy of the Work Detail Report to the Payroll Department at pony code 8004.

SECTION 5: TIME AND ATTENDANCE CONTACT LIST

For questions on **new hire setup/access**, **clocking in/out issues**, or **visibility/approval access**, please contact the Human Resources Department:

Marie Porter, Human Resources Specialist	988-6200, Ext. 1978
Will Ray, Director of Human Resources	988-6200, Ext. 1980

For questions on **timesheets**, the **timesheet review/approval process**, or **overtime**, please contact Payroll:

Cathy Solomon, Payroll Manager	988-6250, Ext. 1233
Hannah Gordon, Payroll Secretary	988-6200, Ext. 1238
Paula Nash, Director of Accounting	988-6200, Ext. 1236

If you have issues with the **physical kiosk**, please contact the technician assigned to your school or department.

FY2024 TIMESHEET APPROVAL SCHEDULE

TIMESHEET DATES		APPROVAL DEADLINE
FROM	THROUGH	
7/1/2023	7/9/2023	7/27/2023
7/10/2023	7/23/2023	7/27/2023
7/24/2023	8/6/2023	8/10/2023
8/7/2023	8/27/2023	8/31/2023
8/28/2023	9/10/2023	9/14/2023
9/11/2023	9/24/2023	9/27/2023
9/25/2023	10/8/2023	10/18/2023
10/9/2023	10/22/2023	10/26/2023
10/23/2023	11/5/2023	11/7/2023
11/6/2023	11/19/2023	11/29/2023
11/20/2023	12/3/2023	12/6/2023
12/4/2023	12/31/2023	1/4/2024
1/1/2024	1/14/2024	1/17/2024
1/15/2024	1/28/2024	1/31/2024
1/29/2024	2/11/2024	2/14/2024
2/12/2024	2/25/2024	2/29/2024
2/26/2024	3/10/2024	3/14/2024
3/11/2024	3/24/2024	3/26/2024
3/25/2024	4/7/2024	4/11/2024
4/8/2024	4/21/2024	4/26/2024
4/22/2024	5/5/2024	5/9/2024
5/6/2024	5/19/2024	5/23/2024
5/20/2024	6/2/2024	6/6/2024
6/3/2024	6/16/2024	6/20/2024
6/17/2024	6/30/2024	7/8/2024
7/1/2024	7/14/2024	7/25/2024

DATES SUBJECT TO CHANGE: Notification will be sent by email when this is necessary.

Work Detail

Weekly
03/06/2023 - 03/12/2023

1 results found.

EMPLOYEE DEES, KAMMY									
JOB SUMMARY									
Jobs	Events				DURATION		Wages		
	CODE	TYPE	TOTAL		PAID	TYPE	DUR		
242 Day - 8 Hour Employees	AD	Auto Deduct Time	-04:20		-04:20	REGULAR		32:00	
	ET	Sign In/Out	37:14		37:14	GAP		00:54	
	LV	(SICK) Pers Illness	08:00		08:00	MISC_LEAVE		08:00	
	-	-	-		-	-		-	
	-	-	-		-	-		-	
242 Day - 8 Hour Employees Total			40:54		40:54			40:54	
Jobs 03/06 - 03/12 Total			40:54		40:54			40:54	

Signature of KAMMY DEES:

Date:

Manager's Signature:

Date:

Work Detail

Weekly
03/06/2023 - 03/12/2023

1 results found.

EMPLOYEE GORDON, HANNAH									
JOB SUMMARY									
Jobs		Events			DURATION		Wages		
		CODE	TYPE		TOTAL	PAID	TYPE	DUR	
242 Day - 8 Hour Employees		AD	Auto Deduct Time		-05:00	-05:00	REGULAR	40:00	
		ET	Sign In/Out		46:00	46:00	OT15	01:00	
242 Day - 8 Hour Employees Total					41:00	41:00		41:00	
Jobs 03/06 - 03/12 Total					41:00	41:00		41:00	

Signature of HANNAH GORDON:

Date:

Manager's Signature:

Date:

SUPPLEMENTAL OVERTIME SALARY PAYMENT VOUCHER

WEEK OF: _____

NAME: _____ SOC.SEC. # _____

LOCATION: _____ REG HRLY RATE _____ O/T RATE _____

POSITION: _____ CERTIFIED _____ NON-CERTIFIED _____

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	REG HOURS	O/T HOURS	TOTAL HOURS	WAGES

TOTAL SALARY DUE

MATCHING SOC.SECURITY (7.65%)

TOTAL DUE TO HCBOE FOR REIMBURSEMENT

ATTACH ORIGINAL TIME SHEET OR COPY OF TIME CARD ALONG WITH A CHECK FOR THE TOTAL DUE.

1. Regular hours: When added to normal paid hours for the week, the total does not exceed 40 hours for the week. This is paid at the normal hourly rate.
2. Overtime hours: Any hours for non-exempt personnel exceeding 40 hours per week. This constitutes time and a half of normal hourly rate.

EMPLOYEE SIGNATURE: _____ DATE: _____

PRINCIPAL/SUPERVISOR SIGNATURE: _____

INTEROFFICE USE ONLY:

ACCOUNT DISTRUBUTION: 100 _____ 9990 _____