

Payroll Non-Exempt and Hourly Checklist

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Employee Responsibilities

- It is a requirement that ALL hourly and non-exempt employees MUST “clock-in” and “clock-out” when reporting to and from duty.
- Employees must clock out for their scheduled lunch (1/2 hour or 1 hour lunch break) and clock back in when they return to duty.
- Employees must also clock out for any personal reasons when leaving the work place.
- Employees must notify their supervisor of any missed punches or any type of leave (i.e. vacation, sick, arriving late or leaving early, etc.) When there is a missed punch, the employee is required to complete the Time Clock Authorization Change Form—only write the missed punch information on the form.
- If any employee is unable to punch in or out due to a time clock malfunction, it is the employee’s responsibility to immediately inform the Time Clock Manager. In this situation, the employee is to complete the Time Clock Authorization Change Form with the missed punch information. The Time Clock Manager will “manually” clock the employee in or out through TEAMS, and include a “note” to the reason for the edit.
- The **Request to Work Beyond Regular Work Schedule** form is REQUIRED if the extra time worked creates the employee to be paid overtime or comp-time.
- Employees are responsible for entering ALL absences in TEAMS. If an employee is absent from duty and does not have any leave available to use, enter an absence in TEAMS using the code absent without pay (AWOP). By entering the time as absent without pay, the employee acknowledges that the time was not worked, and is aware this may cause a dock or reduction in gross pay.

Extra Duty Request (EDR) Information

Extra Duty Request (EDR) forms are used for extra duty assignments. All EDR's will provide a Time Clock Function Code for the use of clocking in/out. All EDR's must have prior approval before work is to be started.

The EDR form is NOT to be used as a time card. All employees working by an approved EDR MUST clock in/out using the function code on the form. If an employee forgets to clock in/out, the employee MUST complete the Time Clock Authorization to Change Form which MUST be signed by the employee AND the campus principal/supervisor PRIOR to the entry being made in the system.

Work performed using an EDR is not paid until the form has been returned to the designated department and approved by all approvers.

How to Clock In/Out using a Function

Employees must clock out from their regular job before clocking in for a Function. (Except exempt employees)

To Clock In:

Employee pushes F3

Enter their full 8 digit ID number and push enter

Key in the Function ID number and push enter

To Clock Out:

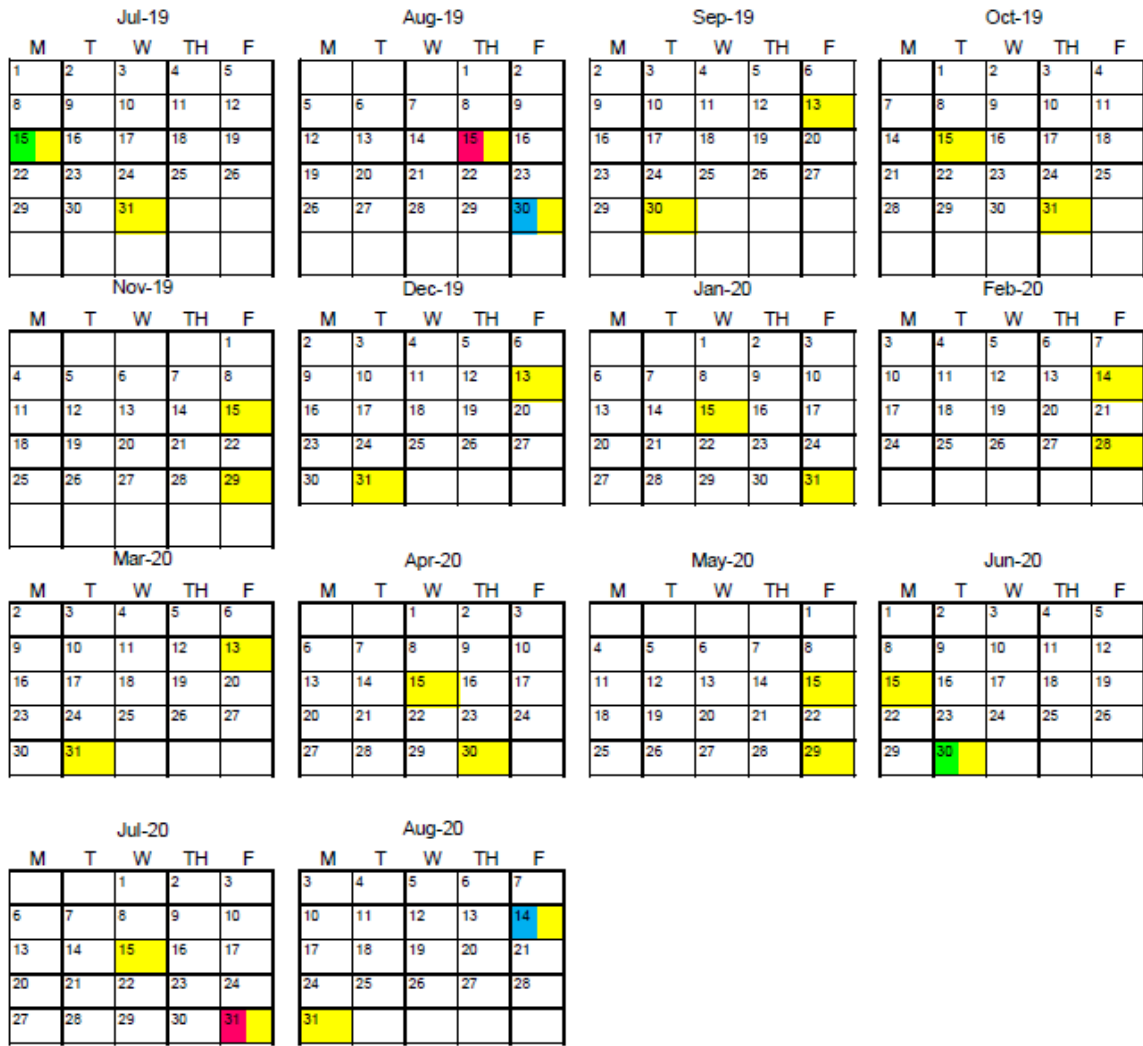
Push the Out Key

Enter their 8 digit ID number and push enter

Pay Day Calendar & First/Last paycheck of your Work Calendar 2019-2020

Legend

	Calendars 153, 178, 180, 184, 187, 188, 190, 193 and 196 - First pay check 8/30/19; Final pay check 8/14/20
	Calendars 202, 203, 207 and 212 - First pay check 8/15/19; Final pay check is 7/31/20
	Calendars 226 and 240 - First pay check 7/15/19; Final pay check is 6/30/20
	Pay Date All Calendars



2019-2020

Cutoff Schedule for Payroll Documentation

Pay Period	Due date for FINAL APPROVAL for all time cards, absences, extra duty, etc.	Pay Date
Aug 10 - Aug 16 Aug 17 - Aug 23	08/20/2019 08/27/2019	9/13/2019
Aug 24 - Aug 30 Aug 31 - Sept 6	09/03/2019 09/10/2019	9/30/2019
Sept 7 - Sept 13 Sept 14 - Sept 20	09/17/2019 09/24/2019	10/15/2019
Sept 21 - Sept 27 Sept 28 - Oct 4	10/01/2019 10/08/2019	10/31/2019
Oct 5 - Oct 11 Oct 12 - Oct 18	10/15/2019 10/22/2019	11/15/2019
Oct 19 - Oct 25 Oct 26 - Nov 1	10/29/2019 11/05/2019	11/29/2019
Nov 2 - Nov 8 Nov 9- Nov 15	11/12/2019 11/19/2019	12/13/2019
Nov 16 - Nov 22 Nov 23 - Nov 29 Nov 30 - Dec 6	12/03/2019 12/03/2019 12/10/2019	12/31/2019
Dec 7 - Dec 13 Dec 14 - Dec 20 Dec 21 - Dec 27	12/17/2019 01/07/2020 01/07/2020	1/15/2020
Dec 28 - Jan 3, 2020 Jan 4 - Jan 10	01/07/2020 01/14/2020	01/31/2020
Jan 11 - Jan 17 Jan 18 - Jan 24	01/21/2020 01/28/2020	2/14/2020
Jan 25- Jan 31 Feb 1 - Feb 7	02/04/2020 02/11/2020	2/28/2020

2019-2020

Cutoff Schedule for Payroll Documentation

Pay Period	Due date for <u>FINAL APPROVAL</u> for all time cards, absences, extra duty, etc.	Pay Date
Feb 8 - Feb 14 Feb 15- Feb 21	02/18/2020 02/25/2020	3/13/2020
Feb 22 - Feb 28 Feb 29 - Mar 6 Mar 7 - Mar 13	03/03/2020 03/17/2020 03/17/2020	3/31/2020
Mar 14 - Mar 20 Mar 21 - Mar 27	03/24/2020 03/31/2020	4/15/2020
Mar 28 - April 3 April 4 - April 10	04/04/2020 04/14/2020	4/30/2020
April 11 - April 17 April 18 - April 24	04/21/2020 04/28/2020	5/15/2020
April 25 - May 1 May 2 - May 8	05/05/2020 05/12/2020	5/29/2020
May 9 - May 15 May 16 - May 22	05/19/2020 05/26/2020	6/15/2020
May 23 - May 29 May 30 - June 5 June 6 - June 12	06/02/2020 06/09/2020 06/16/2020	6/30/2020
June 13 - June 19 June 20 - June 26	06/23/2020 06/30/2020	7/15/2020
June 27 - July 3 July 4 - July 10	07/07/2020 07/14/2020	7/31/2020
July 11 - July 17 July 18 - July 24	07/21/2020 07/28/2020	8/14/2020
July 25 - July 31 Aug 1 - Aug 7	08/04/2020 08/11/2020	8/31/2020

Cut-Off Schedule Explanation:

Hourly & Substitute employees:

Time cards are consumed in payroll according to the pay period column

Exempt & Non-Exempt employees:

Absences and EDR's are consumed in payroll according to the pay period column

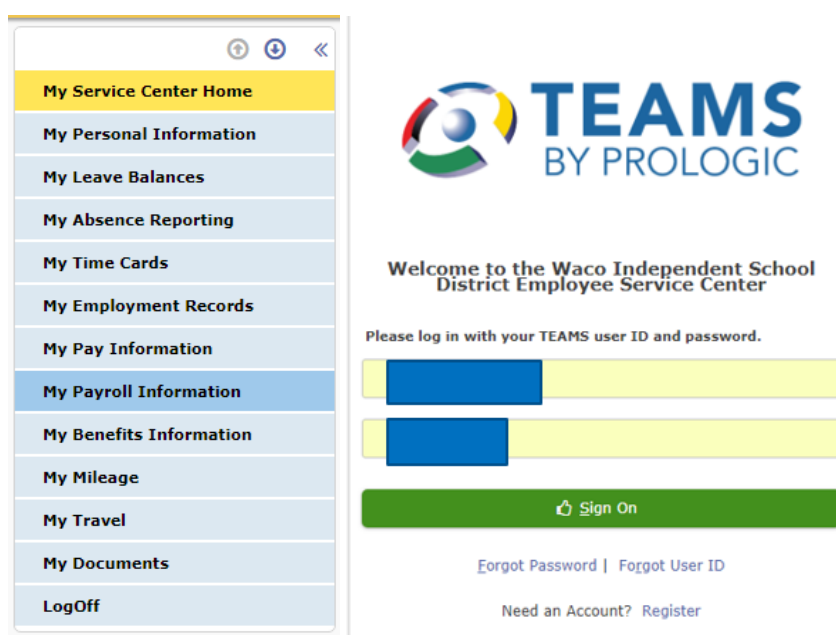
Employee Service Center Welcome Page

The Employee Service Center (ESC) is the resource where you can find information related to your payroll, absences, benefits and other human resource information

URL: <https://teams.wacoisd.org/servicecenter>

Login: Using Active Directory User ID & Password

*New Security measure implemented: When logging into the ESC you will be sent an access code via text or call. Please make sure you do not block phone number 512-645-2766



Payroll Related Tools on the Side Bar

My Personal Information: Name/address/phone number(s)/emergency contacts/privacy flag (indicates if information is private). Blue text indicates the information is editable

My TimeCards: Applies to Hourly & Non-Exempt employees. This is where you would verify and approve your time cards and absences

My Pay Information: Base pay information includes the assignment start/end dates, first and last check dates, number of days to work, pay grade, rate of pay (hourly/daily) and the effective pay (for school year)

My Payroll Information: My Paychecks/My Payroll Deductions/My Tax Withholdings W4 (can be updated in the ESC)/My W-2/My 1095/My Direct Deposit

My Time Cards

How to view and approve your time cards

- Week Ending Date field
 - This date is ALWAYS a Friday (Pay period begins on Saturday and ends on Friday)
- Unverified Punches & Absences
 - Indicates time clock punches that have not been reviewed and verified by the campus secretary, to assure your paycheck will include all dates within the pay period, please contact your campus secretary if there are any time cards listed under this section
- Time Cards
 - Verify your punch times and click the Approve button if the time card is correct
 - Make sure your time cards equal the complete scheduled hours for the work week
 - All time card errors must be reported and documented with an approved Time Card Change Authorized Form

Select Date

Week Ending: * 05-20-2016

Name	Org Name
Person ID	Position
	Location
PCN	Card ID

UnVerified Punches and Absences

Regular Assignment - 2669

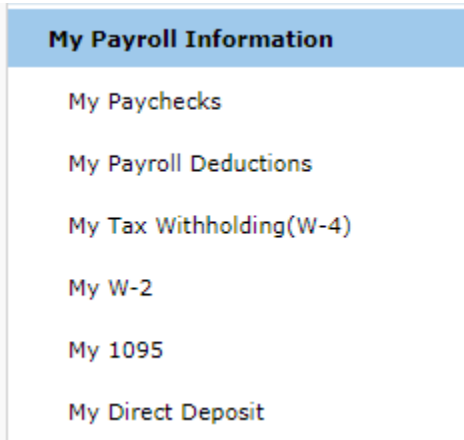
Date	Job / Absence Reason	Punch Times	Worked	Absent	Scheduled	Verification Status
05-19-2016		8:16 AM,12:00 PM,1:21 PM			08:00	Unverified
Totals			00:00			

Time Cards

Regular Assignment - 2669

Date	Job / Absence Reason	Punch Times	Daily Totals			Approval Status		
			Worked	Absent	Scheduled	Time Card Status	Employee's Status	
05-16-2016		8:09 AM,1:05 PM,2:06 PM,5:05 PM	08:00		08:00	Approved	Approved	Approve
05-17-2016		8:17 AM,4:49 PM	08:30		08:00	Approved	Approved	Approve
05-18-2016		8:01 AM,11:03 AM,11:53 AM,5:04 PM	08:15		08:00	Approved	Approved	Approve
Totals			24:45		40:00			

My Payroll Information



- My Paychecks
 - Will show the last 24 paychecks. Click the blue hyperlink under Check Number to view your paystub.
 - Once viewing the paycheck stub you have options to Print Check Detail Stub at the bottom of the screen
- My Payroll Deductions
 - Shows a list of payroll deductions. Note: this does not include benefits being deducted
- My Tax Withholding (W-4)
 - Employee Existing W-4 Details
 - Your Federal Tax Withholding is calculated based on this information
 - New W-4 Details
 - If you want to change the existing information, complete the following fields with the red star and submit

New W-4 Details

Payroll Check Start Date:

Marital Status:

Allowances:

Additional amount to be withheld from each Payroll Check:

Exempt from Federal Withholding: Yes No

Printable W-4 Form and Instructions [Click here to download](#)

File: No file chosen

If your last name differs from that shown on your social security card, you must call 1-800-772-1213 for a replacement card

Submit

- My W-2
 - W2 Print Option indicates the method in which you will be receiving your W-2. The delivery method can be changed by selecting [Edit](#). When a change is made the Payroll Department will receive an email indicating the change.
 - W2 Year is where you can print your W2. Select the green button “W2 Print”
- My 1095
 - 1095 Print Option indicates the method in which you will be receiving your 1095. The delivery method can be changed by selecting [Edit](#). When a change is made the Payroll Department will receive an email indicating the change.
 - 1095 Year is where you can print your 1095. Select the green button “1095 Print”
- My Direct Deposit
 - Active banking information will be at the bottom of the screen
 - At the top of the screen, you have the option to “Add” new banking information
 - To add new banking information, which includes changing an existing account that may have a fixed dollar amount. You will complete all the fields with the red star and click Add

Direct Deposit

Primary Account: Yes No

Account Type: Saving Checking

Routing Number: Verify:

Account Number: Verify:

Beginning Check Date:

Ending Check Date:

File: No file chosen

Add **Clear**