

Missed punch policy update:

Effective immediately all missed punches – clock out/in will need to be sent to your direct supervisor or principal for authorization. Supervisor will need to send Shelly McCart and Kim Bergan an email with the missed time correction.

Authorization and explanation for the correction will need to be provided.

All corrected time needs to be submitted immediately. If a corrected time is on the last business day of the pay period, it will need to be submitted within the next day.

Steps to submit a missed clock in/out.

Attached are the steps to submit a missed clock in/out.

You have the ability to request **ONE** missed clock in/out per day.

IF YOU MISS A CLOCK IN/OUT, YOU NEED TO CONTINUE TO THE NEXT ACCURATE CLOCK IN/OUT TIME. Do not clock in/out late to make up for the next time being out of sequence.

Wait for the next correct time to clock in/out so the time is accurately saved. You will be out of in/out sequence until you have submitted the corrected time.

*EXAMPLE: You miss your morning clock IN. Your 1st punch for the day will then be lunch time - 11:30(will show in) but it's your clock out for lunch. 12pm (will show out) is your clock in from lunch. 3:15pm (showing in) clocking out at end of day. *The trigger correction you submit the next day will place the morning missed time in correct chronological order and change the entered times of that day to show the accurate in/out.* **JUST KEEP PUNCHING if you miss a clock in/out.***

The Trigger for the missed clock in/out will show up on your dashboard the next day. The **red box** indicates the missed time. You need to click on the box and enter the time missed.

Use a **P** to indicate PM hours. Time will default to AM.

SAVE and the time entered will automatically fill in chronologically.

Multiple missed time in 1 day will not allow the system to send a TRIGGER for correction.

The time system process is ESSENTIAL for Paraprofessionals to execute consistently and accurately. If you need assistance with the TMS App, please call and set up a time to meet with Shelly or Kim at the ECKCE office to go over your questions.

MISSING TIME REQUEST

EMPLOYEE NAME: _____

SUPERVISOR: _____

Date of Correction: _____

Time needed for Correction: _____

Explanation for Missing Time:

EMPLOYEE SIGNATURE: _____

SUPERVISING TEACHING: _____

Email to Kbergan@eckce.com and Smccart@eckce.com