Welcome
Logging In to Timepiece
Reviewing Employee Punches
Adding Events (Vacation, Sick, etc.)
Reporting Overtime
Submitting for Next Level Approval/Payroll
Adding or Changing a Schedule Shift
Payroll Calendar
Docking Form
Cheat Sheet
Logging In to Timepiece

User name: same as for the computer network
Password: Wplain1
(Default – you will be prompted to change)

Review Employee Punch
Click Review Employee Punch and select appropriate payroll period:
Review the employee punches (Generally for Level 1 Approvers).

Green check box = no exceptions or punch issues and usually does not need to be reviewed further.

Any other symbols displaying next to a person’s name is some sort of exception and/or punch issue that needs to be resolved. The legend is at the bottom of the screen.

To review an employee’s punch – double click the employee name in the list.

If a punch needs to be adjusted, click on Punch In, Punch Out, etc. and click the Pencil to edit the punch or Blue Plus Sign to add a punch or the Red X to delete a punch.

Verify the Punch Type and adjust punch time if necessary.

Click OK when done.
Adding Events
(Sick, Vacation, Personal, Etc.)

Example:

- 8/13/18; Employee punched out early at 2:00PM. Shift schedule is for 3:30PM. (The employee left early due to illness.)
- 8/15/18; Employee had no punches. (Employee requested a vacation day.)

Approver needs to determine what the time is to be filled in with: Sick, Vacation, Personal, etc. (This is called an event).

If the event time is not completed – it will be considered a DOCK by payroll.

(Example: the employee does not have any sick, vacation, personal, etc. time remaining or an employee is late and supervisor does not approve the use of event time to cover the lateness).

To enter the Event, click Scheduler.
Schedule Screen

Click the date and click **Assign Event**
(FYI: You can select multiple dates – hold down CTRL key and click dates).

Select the event type from the list
Verify/edit the date range.
Select Partial or Full Day
(only select Full Day if the person will be out the entire day under that reason)
For Partial Day – enter in the Start Time and End Time

Click **Add**

Click **Save Changes** when done.
Click X to close the screen.
Overtime

Example:

On 8/14/18 - the Actual Hrs column is 9.50 hours, which is over the approved shift time. Employee worked until 5:30pm (shift was only approved until 3:30PM).

**REQUIRED (if approving overtime):**

Leave a note as to the reason for the overtime.

If you are approving the overtime, then increase the Adjusted hours to match the Actual hours.

If you are NOT approving the overtime, then leave alone and click OK.

**NOTE:** Please check your overtime budget by running the appropriations report in nVision before approving overtime.
Click **Save**

You will see the overtime updates made under the **Total Hrs** column.
Submitting Employees for Next Level Approval

NOTE: PLEASE PAY CLOSE ATTENTION TO THE PAYROLL CALENDAR

Once you have reviewed all of the employee punches, you must approve everyone so the next level of approvals can take place and/or move on to payroll.

You can click one, multiple (hold CTLR key and click) or click Select All.

Names will highlight a darker green.

Click Approve Selection for the employees you want to submit to the next approver level and/or payroll.

**If the above is not done per the payroll schedule, employees in your school or department will not be paid.**
Adding or Changing a Schedule Shift

(Generally for Level 1 Approvers)

Notes:

- This must be done annually in June for the following school year for each employee that uses the Timepiece clock (each school or department is responsible for this).
- This must be done for every new employee that uses the Timepiece clock (each school or department is responsible for this).

Click on an employee’s name

Click Scheduler
Click Assign Shifts:

Select the correct shift from the list.
(If you are not sure which one to select, please contact Human Resources).

Select the dates that the shift will apply to and verify the days of the week the shift applies to.
Click ADD when done.

Click Save Changes when done.
Reports

Click **Reporting** on the left menu.

Report Screens generally all function similar to this screen. Enter the dates you want to review the reports for and click **Run**.

Recommended reports to review:
- Employee Timesheet with Pay Distribution
- Employee Time Summary by Pay Code
- Employee Late In/Early Out
- Employee Exceptions (Sick, Vacation, etc.)
- Employee Adjusted Hrs/Schedule Hrs Exceptions (overtime)
# Payroll Calendar

## White Plains City School District Payroll Schedule

### Contractual Payroll Calendar

<table>
<thead>
<tr>
<th>Paydate</th>
<th>12 Mo</th>
<th>11 Mo</th>
<th>10 Mo</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/12/19</td>
<td>1</td>
<td>1</td>
<td>n/a</td>
<td>11 &amp; 12 Month Employee 1st payroll</td>
</tr>
<tr>
<td>7/26/19</td>
<td>2</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>8/9/19</td>
<td>3</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>8/23/19</td>
<td>4</td>
<td>2</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>8/30/2019**</td>
<td>n/a</td>
<td>n/a</td>
<td>0.50</td>
<td>1/2 of the 9/6/18 bi-weekly payroll check paid to 10 month Teachers &amp; CSEA ONLY based on pay option selected of 21.5 or 25.5 pays</td>
</tr>
<tr>
<td>9/6/16</td>
<td>5</td>
<td>3</td>
<td>0.50</td>
<td>Full bi-weekly paycheck for 12 month and 11 month employees. Balance of the 9/6 bi-weekly payroll check for 10 month employees.</td>
</tr>
<tr>
<td>9/20/19</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>10/4/19</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>10/19/18</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>Fall Sports 1st Stipend</td>
</tr>
<tr>
<td>11/1/19</td>
<td>9</td>
<td>7</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>11/15/18</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>Fall Sports 2nd Stipend</td>
</tr>
<tr>
<td>11/29/18</td>
<td>11</td>
<td>9</td>
<td>7</td>
<td>1st half of insurance buyout</td>
</tr>
<tr>
<td>12/13/18</td>
<td>12</td>
<td>10</td>
<td>8</td>
<td>Winter Sports 1st Stipend; Clubs 1st Stipend</td>
</tr>
<tr>
<td>12/27/18</td>
<td>13</td>
<td>11</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>1/10/19</td>
<td>14</td>
<td>12</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1/24/19</td>
<td>15</td>
<td>13</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>2/7/19</td>
<td>16</td>
<td>14</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>2/21/19</td>
<td>17</td>
<td>15</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>3/7/19</td>
<td>18</td>
<td>16</td>
<td>14</td>
<td>Winter Sports 2nd Stipend</td>
</tr>
<tr>
<td>3/21/19</td>
<td>19</td>
<td>17</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>4/4/19</td>
<td>20</td>
<td>18</td>
<td>16</td>
<td>WFTA - Longevity payment; Spring Sports 1st Stipend</td>
</tr>
<tr>
<td>4/16/19</td>
<td>21</td>
<td>19</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>5/2/19</td>
<td>22</td>
<td>20</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>5/16/19</td>
<td>23</td>
<td>21</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>5/30/19</td>
<td>24</td>
<td>22</td>
<td>20</td>
<td>2nd half of insurance buyout</td>
</tr>
<tr>
<td>6/13/19</td>
<td>25</td>
<td>23</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>6/25/19</td>
<td>n/a</td>
<td>n/a</td>
<td>21.5</td>
<td>1/2 bi-weekly payroll check for 10 month employees. Longevity for CS EA; TA Stipend; Spring Sports 2nd Stipend; Clubs 2nd Stipend</td>
</tr>
<tr>
<td>6/26/19</td>
<td>n/a</td>
<td>26</td>
<td>25.5</td>
<td>MULTI PAY OPTION FOR 10 (25.5) &amp; 11 months (26)</td>
</tr>
<tr>
<td>6/27/19</td>
<td>26</td>
<td>24</td>
<td>n/a</td>
<td>Regular bi-weekly</td>
</tr>
</tbody>
</table>

**Please note there will be adjustments made to the frequency of pay for the 2019-2020.
WHITE PLAINS CITY SCHOOL DISTRICT

SALARY DOCKING FORM

This form is to be used by the building attendance secretary to report an employee's (all types of employees) absence after an employee has exhausted all of his/her paid sick, personal and/or vacation time. Each time an employee is absent, this form must be sent to payrolloffice@wpced.us and cc: humanresources@wpced.us, immediately on the day of each absence.

TO: PAYROLL OFFICE

FROM: ________________________ (School, Bldg., Dept.)

DATE: ________________________

RE: ________________________ (Employee Name; Position)

The above employee is absent on ________________________ (date). This employee has exhausted all of his/her ________________________ (sick, personal, vacation), as of ________________________ (date).

/___________________________
Principal/Building Supervisor Date

FOR PAYROLL PURPOSES ONLY:

Payroll Date: _________________ Hourly/Daily rate of Pay: ________________

Total # of Hours/Days Docked: ______ Total Amount Docked this P/R: $________

Attachments/Salary Information – PR

Calculated by: ____________________ Approved by: ____________________

Cc: Human Resources

Employee
TIMEPIECE “CHEAT” SHEET

- **Review Employee Punches** *(Generally for Level 1)*
  Details on page 2-3
  - Green check box = no exceptions or punch issues and usually does not need to be reviewed further.
  - Any other symbols displaying next to a person’s name is some sort of exception and/or punch issue that needs to be reviewed. The legend is at the bottom of the screen.
  - To review an employee’s punch – double click the employee name in the list

- **Adding Event to an Employee’s Schedule (Sick, Vacation, Personal, etc.)** – if necessary
  Details on pages 4-5
  - Approver needs to determine what the time is to be filled in with: Sick, Vacation, Personal, etc. (this is called an Event)
  - **If the event time is not completed – it will be considered a dock by payroll.**
  - To enter the Event, click Scheduler.

- **Overtime** – if necessary
  Details on pages 6-7
  - Double click the date to review
  - If you are approving the overtime, then increase the Adjusted hours to match the Actual hours.
  - If you NOT approving the overtime, then leave alone and click OK.
  - REQUIRED (if approving overtime): Leave a note as to the reason for the overtime.
  - NOTE: Please check your overtime budget by running the appropriations report in nVision before approving overtime.

- **Submitting Employees to the next approver level and/or to payroll**
  Details on page 8
  - **NOTE: PLEASE PAY CLOSE ATTENTION TO THE PAYROLL CALENDAR**
  - Once you have reviewed all of the employee punches, you must approve everyone so the next level of approvals can take place and/or move on to payroll.
  - You can click one, multiple (hold CTLR key and click) or click Select All.
  - Names will highlight a darker green.
  - Click Approve Selection for the employees you want to submit to the next approver level and/or to payroll.