TIME AND ATTENDANCE

POLICIES
AND
PROCEDURES

AESOP

All employee absences will be processed through the AESOP system. The system is available 24 hours a day, seven days a week. You may interact with the system either on the Internet at https://www.aesoponline.com/login.asp or by way of a Toll Free automated Phone line.

How do I register with the system?

1. Simply dial 1-800-942-3767 (1-800-94-AESOP).
2. Enter your Identification (ID) and Pin numbers. Please notify the Human Resources department for your identification number and Pin Number.
3. Once you are logged in the system, you will be given prompts for the various menu choices.
4. Refer to the Payroll Handbook for a list of absence types.

When you access the system over the phone for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3rd Grade) as the system will play this recording to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence.

* When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.

You may also access the system on the Internet at http://www.aesopeducation.com. Here you will be able to enter absences, check your Absence schedule, update personal information, and exercise other features. If you have any questions, concerns, or comments; please feel free to contact Human Resources at (256) 234-8607 or at support@aesoponline.com.

SPECIAL LEAVE INSTRUCTIONS

Professional Leave & Displaced Duty Request Procedures
(To be completed by ALL personnel requesting this type leave. ***Also applies to weekends, summer months and holidays.***)

1. Enter the leave request into AESOP. The leave request must include the following information in the ***Notes to Administrators.***
    A. Event Name – e.g. Alabama Educational Tech. Conf.
    B. Event City/Site – e.g. Mobile, AL
    C. Timeframe of Event – e.g. 8:00 a.m. to 3:00 p.m.
    D. Costs – must list these to be reimbursed
        a. Sub Cost – e.g. $72.28
        b. Registration Fee – e.g. $125

      c. Meals – e.g. $56.00 (total allowed for trip)

      d. Lodging – e.g. One night @ $134

      e. Round trip Mileage – e.g. 444 miles (Include this regardless if system car is available or not.)

      f. Other

  E. If there are no costs associated with the above items, put "NONE" beside the category.

2. Email Jackie Brewer to request a system vehicle for the trip.

  A. If Jackie replies that the vehicle IS available and has been reserved, COMPLETE and SUBMIT a vehicle request form.

  B. If Jackie replies that a vehicle IS NOT available, print the email and include with your documentation submitted for reimbursement.

  C. When submitting items for reimbursement, include a copy of the processed vehicle request form or a copy of an email stating a vehicle was unavailable.

3. Other supporting documentation such as an agenda, brochure or some other form of documentation to substantiate the need for travel shall be emailed to the appropriate personnel. If the school is to pay for the costs, send documentation to the school bookkeeper. If the costs are to be paid at the central office level, email the documents to the appropriate funding supervisor – e.g. Marie McCall. If the request is approved, the funding supervisor will forward the documentation to the business office.

4. The AESOP Leave Request must be completed at least 30 days prior to the date of departure, if possible. ***Unauthorized travel will be at the expense of the employee.***

5. Upon returning from leave, in order to receive reimbursement, forward the following items to the business office:

  1. Copy of approved AESOP request

  2. Copy of event agenda including event times

  3. Copy of completed Request to Use System Vehicle form OR email stating vehicle was unavailable

  4. Alexander City Schools - Travel Expense Summary form

  5. Original itemized receipts for all meals and other expenses

TES

POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE
ATTENDANCE, LEAVE USE and ACCRUAL RECORDS (Timesheets)
<u>NON-EXEMPT (HOURLY) EMPLOYEES</u>

POLICY SUMMARY

Non-Exempt (hourly-paid) employees should submit an Attendance Leave Use and Accrual Record (timesheet) each month reflecting time worked and/or leave taken. Time reporting will be done via the electronic time and attendance system or TES.

CRITERIA

Records Retention:
Attendance, Leave Use and Accrual Records (timesheets) will be maintained for a minimum of three (3) years according to the Fair Labor Standards Act (FLSA).

Non-Exempt Employees (hourly-paid):
- Timesheets are the official record that support compensating non-exempt employees.
- Timesheets shall contain the employee's name, workweek, and work schedule (if not a standard schedule).
- Non-exempt (hourly-paid) employees report time worked and all absences with and without pay including sick leave, vacation leave, holidays, military leave, jury duty, voting time, administrative leave, and compensatory time off. Time worked shall be recorded in 2-hour increments to the nearest ¼-hour.
- Records of overtime worked each day should be maintained. Overtime worked will be calculated at the end of the workweek either as overtime earned at the straight-time rate or as overtime earned at the premium rate. For more information refer to Overtime Calculations.
- Compensatory time off (Comp Time) records should distinguish between Comp Time that was earned at either the straight time rate or the premium rate.

PROCESS OVERVIEW

Non-Exempt Employees (hourly-paid):
- Non-exempt (hourly-paid) employees report time worked and all absences with and without pay including sick leave, vacation leave, holidays, military leave, jury duty, voting time, administrative leave, and compensatory time off. Time worked should be recorded to the nearest ¼-hour.
- When an employee has exhausted all available accrued leave, their salary shall be reduced for the number of absences at the employee's daily rate of pay.

EMPLOYEE PROCEDURE

Entering Time

Non-Exempt Employees:

1. Non-Exempt (hourly-paid) employees will use the time and attendance system by swiping their ID cards.

   An employee should never swipe with another employee's card or allow another employee to swipe with his/her card. For this purpose, an employee's card should never be left unattended. If an employee forgets to swipe in or out, he/she must notify his/her supervisor.

   Hours worked and/or leave taken should be entered on a daily basis.

2. Employees are to swipe into the TES system when they are ready to begin work. Employees should not swipe into the TES system prior to seven and one-half (7 ½) minutes before the scheduled starting time or out of the Tes system seven and one-half (7 ½) minutes after the scheduled departure time unless overtime has been approved by the supervisor and superintendent.

3. The TES system will round the times in seven and one-half (7 ½) minute increments to the nearest quarter of an hour. This rounding policy simplifies payroll calculations and allows a fifteen (15) minute window of time for employees to use the card reader. Employees should not begin work until their scheduled starting time and should not work beyond their scheduled ending time.

4. Overtime is time spent "on the job" by a non-exempt (hourly-paid) employee in excess of 40 hours in a single workweek. When overtime becomes necessary, the supervisor must specifically approve the scheduling in advance and be responsible for the overtime worked.

   If overtime is required, hours worked in excess of 40 in a single workweek will be compensated at 1 ½ times the normal rate. The workweek consists of seven consecutive 24 hour periods beginning on Saturday. "Hours worked" refers to time actually spent on the job and does not include authorized absences from the job, i.e., annual and sick leave, holidays, etc. An employee's "normal rate" is the base rate plus any additional pay, i.e., differential pay that is paid during the workweek. **The requirement that an overtime rate be compensated after 40 hours in a workweek may not be waived by agreement between supervisor or department head and employee.**

   For employees with a regular work week totaling less than 40 hours, overtime becomes any hours worked in excess of their regular scheduled hours in a single

workweek. Only those hours worked over 40 in a single workweek will be compensated at 1 ½ times the normal rate.

5. The Fair Labor Standards Act requires that all employees who work five (5) hours or more in a single day will have a 30-minute uninterrupted meal period. Employees should swipe out at the beginning of their lunch period and swipe in at the end of their lunch period.

6. Employees should swipe out if he/she leaves their assigned campus anytime during the work day and shall swipe in if/when he/she returns. Employees such as maintenance employees and technology technicians will not make additional out/in swipes during a work day unless leaving for personal reasons, such as lunch, doctor's appointment, etc.

7. At the end of each pay period, the school payroll clerk will print each employee's timesheet for that location and submit to employee for review. If any corrections are needed, the school payroll clerk will make such corrections and return to employee for his/her signature.

8. Submitting the timesheet to the payroll clerk is the process used to finalize the entries and validate the entries made are complete, and a true representation of the reported monthly hours.

9. All employees, including substitutes and contracted personnel, should "submit" their TES timesheet on the first work day following the last day of the pay period.

POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE ATTENDANCE, LEAVE USE and ACCRUAL RECORDS (Timesheets) <u>EXEMPT (SALARIED) EMPLOYEES</u>

POLICY SUMMARY

Exempt employees (salaried) should record his/her daily attendance via the electronic time and attendance system or TES.

CRITERIA

Records Retention:
Attendance, Leave Use and Accrual Records (timesheets) will be maintained for a minimum of three (3) years according to the Fair Labor Standards Act (FLSA).

Exempt Employees (salaried):
- Because exempt employees are paid a predetermined, established salary each pay period and are not paid based upon hours worked, they will not be required to record their work time or adhere to strict attendance record keeping requirements for purposes of receiving their salary but rather to record time absent from work in determining leave taken.

PROCESS OVERVIEW

Exempt Employees (salaried):
- Exempt employees record all absences with and without pay in ½-day and whole day increments only.
- When an employee has exhausted all available accrued leave, their salary shall be reduced for the number of absences at the employee's daily rate of pay.

EMPLOYEE PROCEDURE

Entering Time

Exempt Employees (salaried):

1. Exempt (salaried) employees will use the time and attendance system by swiping their ID cards.

An employee should never swipe with another employee's card or allow another employee to swipe with his/her card. For this purpose, an employee's card should never be left unattended. If an employee forgets to swipe in or out, he/she must notify his/her supervisor.

Hours worked and/or leave taken should be entered on a daily basis.

2. Employees should swipe into the TES system as soon as he/she arrives for the work day.

3. Employees should swipe out when leaving for conferences and meetings that take place outside the school system and for personal reasons. The employee should swipe back in if he/she returns on the same day.

4. **Employees should swipe out when leaving at the end of the work day.**

I acknowledge that I have received, have read, and will abide by all terms listed in the Alexander City Board of Education Policies and Procedures for Time and Attendance.

_____

Employee's Name (print)

_____

Employee's Signature

_____

Date

BUSINESS OFFICE STAFF

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