Time Card Employees (see second page if you usually use TimeClock Plus)
Please note, the Warehouse is picking up at school locations on Thursdays and Fridays.

- If you **CAN** physically access your location:
    1. Turn in your time card as usual to your Secretary, Principal, or Manager.
    2. Managers will approve with their original signature on the time card.
    3. Secretaries will send time cards via District mail to the Payroll Department.

- If you **CANNOT** physically access your location but **HAVE** access to a scanner:
    1. Complete your time card as usual and scan in a copy to both your secretary/manager. *Keep your original copy.*
    2. Secretary and/or Manager will print a copy of the time card.
    3. Managers will approve with their original signature on the time card.
    4. Secretaries will send via District mail to the Payroll Department.

- If you **CANNOT** physically access your location and **DO NOT** have access to a scanner:
    1. Employees will email both their Secretary and Manager their hours. *Be specific on both the amount of time and the date it occured.*
    2. Secretaries will complete the time card on behalf of the employee.
    3. Managers will approve with their original signature on the time card.
    4. Secretaries will attach the employee's original email to the time card and send it via District mail to the Payroll Department.

Please note: If you are unable to submit time cards to Payroll via District mail, please contact Payroll for directions.

- If you are taking time off that is **NOT** COVID-19 Related:
    1. Employees should request Vacation or PTO as normal.
    2. If employees do not have access to TCP, secretaries will report the leave as PTO or Vacation as applicable.
    3. Secretaries/Managers should notify Rachel Romero in HR if PTO is taken more than 3 days in a row.

- If you are taking time off that **IS** COVID-19 related or if you are unsure if the leave request is COVID-19 related:
    1. Employees will notify their secretary and/or supervisor.
    2. Secretaries will report hours in TCP using job code "3999-Non-Worked Paid Hours" noting the first day of their request.
    3. Secretaries will also:
        a. Notify Rachel Romero in Human Resources the employee requested COVID-19 leave on a specific date.
            i. Human Resources will confirm the leave is related to COVID-19 and will take the appropriate action as required by government regulation to make sure the employee is paid correctly.
            ii. If leave is determined to not be related to COVID-19, Human Resources will take appropriate action to report as regular leave or leave without pay.

If you are unsure if your leave request is COVID-19 related, please contact Rachel Romero in Human Resources.

Time Clock Plus Guidelines - Except Operations and Management Employees
(Operations employees will receive specific details from their supervisor)

- Employees Clocking into TCP
  - Employees - clock in and out of TCP as normal
  - Secretaries - enter hours worked related to COVID-19 using job code "6600-COVID" as determined by management
    - **This code should only be used when instructed by Management**
  - Secretaries - enter non-worked hours up to the employees FTE using job code "3999-Non-Worked Paid Hours"
    - Example: 35 hour/week employee reported 20 hours for the work week and Secretary was instructed to enter 2 hours for COVID-19 related hours: in TCP enter 13 hours on job code "3999-Non-Worked Paid Hours". (35 hours FTE - 20 hours clocked - 2 hours COVID-19 related = 13 hours)

- Employees - NOT clocking into TCP because they do not have access
  - Employees - submit hours worked from home to their Secretary/Manager
  - Secretaries - enter worked hours into TCP using the employee's normal job code.
  - Secretaries - enter hours worked related to COVID-19 using job code "6600-COVID" as determined by management
    - **This code should only be used when instructed by Management**
  - Secretaries - enter non-worked hours up to the employees FTE using job code "3999-Non-Worked Paid Hours"
    - Example: 35 hour/week employee reported 20 hours for the work week and Secretary was instructed to enter 2 hours for COVID-19 related hours: in TCP enter 13 hours on job code "3999-Non-worked Paid Hours". (35 hours FTE - 20 hours clocked - 2 hours COVID-19 related = 13 hours)

- Employees - not working but take time off
  - Non-COVID-19 related
    - Employee requests Vacation or PTO and their leave codes will be used as normal.
  - If unsure whether the leave request is COVID-19 related, contact Rachel Romero in Human Resources
    - Report hours in TCP using job code "3999-Non-Worked Paid Hours" noting first day of vacation/pto request
    - Notify Rachel Romero in Human Resources the employee requested leave on specific
    - date
    - Human Resources will determine if the leave is COVID-19 related
    - If leave is determined not to be COVID-19 related Human Resources will take appropriate action to report as regular leave or leave without pay
    - If leave is determined to be COVID-19 related Human Resources will take appropriate action as required by government regulation to make sure the employee is paid correctly
  - COVID-19 Related
    - Report hours in TCP using job code "3999-Non-Worked Paid Hours" noting first day of vacation/pto request

- Notify Rachel Romero in Human Resources the employee requested leave on specific date believed to be COVID-19 related
- Human Resources will determine if the leave is COVID-19 related
- If leave is determined not to be COVID-19 related Human Resources will take appropriate action to report as regular leave or leave without pay
- If leave is determined to be COVID-19 related Human Resources will take appropriate action as required by government regulation to make sure the employee is paid correctly