



Corrections that can be made to the time sheets:

- An employee was on time but forgot to punch in at that time. They punch in when they remembered, which was 45 minutes late. **You will need to correct their timesheet for the actual start time.**
- An employee completely forgets to punch in or out for the day. **You will need to correct their time sheet with the actual start or end time**

Corrections that CANNOT be made to the time sheets:

- An employee punches in 10 minutes early for their shift or 10 minutes late after their shift ended. **You cannot change the time clock to the scheduled start or end time.** By law, hourly employees have to be paid for the actual hours they work.
- If an employee works over their scheduled hours but not over 40 hours for the week, **you cannot change the time clock to the scheduled start or end time. You must talk to them about working only their scheduled hours and then follow up with disciplinary actions if needed.**
- If an employee works over their scheduled hours and it puts them over 40 hours for the week, **you cannot change the time clock to the scheduled start or end time.** All overtime must be pre-approved by a Supervisor/Principal/Administrator prior to the overtime hours being worked. But by law, hourly employees have to be paid for the actual hours they work. If they work overtime that wasn't approved, **you must talk to them about getting prior approval and then follow up with disciplinary actions if needed.**
- If an employee needs to work over 40 hours in one week, there will be a form on InformedK12 for them to complete and send to their Supervisor/Principal/Administrator for approval. They will be able to choose whether they want it paid or to take comp time at a later date (both at the overtime rate of 1.5 per hour worked over 40).

FYI Per the state law, the time clock will round to the nearest 6 minutes (0, 6, 12, 18, 24, 30, 36, 42, 48, 54).