

Non-Exempt Staff Training.



Orenda Education

Updated 8-18-23



What is the difference between Exempt & Non-Exempt?

Exempt:

- Paid at a daily rate
- Do not clock in/out
- Not eligible for overtime pay

Non-Exempt:

- Paid at an hourly rate
- Must clock in/out
- Eligible for overtime pay
- Paid for extra time worked

What is annualized compensation?

Compensation is annualized (salary is paid in 12 **equal** installments) so employees will receive paychecks for months in which they do not have calendar (work) days.



For Example

Hourly Rate	\$15.00 / hour
Scheduled Hours / Day	8 hours
Calendar Days	187 days

Daily Rate: $\$15 \times 8 = \120.00

Annualized Compensation: Daily rate x Calendar Days

$\$120.00 \times 187 \text{ days} = \$22,440 \text{ per year}$

Gross Monthly Compensation:

$\$22,440 / 12 \text{ months} = \$1870.00 \text{ per month}$



Calendar & Schedule

01

Know Your Calendar

It is your responsibility to know which days you work.

02

Work Your Schedule

- Non-Exempt Staff work full days even on early release days.
- View your schedule in the ESC



03

Flex Time must be Pre-Approved

04

Extra Hours & Overtime

Requires Pre-Approval

Clocking In.

- In order to clock in, you must be logged into the Orenda internet network.
- From the regular Frontline site, log in using your User ID & Password



- Click on the Clock Icon (upper right corner- red arrow)
- Select "Submit Punch" (black arrow) to clock in/out

A screenshot of the clocking in interface. At the top, it shows the date "08-03-2022" and time "8:16 AM". Below that is a "Function ID:" label followed by a yellow input field. A message states: "Function ID only used for extra duty. Contact Supervisor or the Business Office for function ID code." At the bottom, there are three buttons: "Submit Punch" (dark blue), "View Last 8 Punches" (blue), and "Cancel" (blue). A black arrow points to the "Submit Punch" button.

Clock Punch rounding.



At the end of the work day, Frontline calculates total punch hours and will round time worked in 15 minute increments for payroll calculations.

Time worked less than 8 minutes will be rounded down (after totaling work day punches).

7:51 hrs ↓
7:45 hrs

Time worked over 8 minutes will be rounded up (after totaling work day punches).

8:08 hrs ↑
8:15 hrs



TIPS for Clocking In.



View Last 8 Punches

Allows you to see if punch has "taken"



Check Timecard Daily (ESC)

To see if you have any missed or duplicate punches



Check Timecard on Friday

Ensure it is correct and notes are entered



Clock In With Cell Phone

Orenda Network & sign into Frontline



Your work day begins when you clock in.



John clocks in at 8:00 am, gets coffee and reads the newspaper for 20 minutes.



Jane clocks in after lunch at 12:30 pm and makes a 15 minute personal phone call.

If you need to accept a personal call or attend to a personal matter lasting more than a few minutes, then you must clock out. We value your honesty- not just for accurate time reporting but also for worker's comp liability.

Examples: attending your child's class party, placing a personal online order, leaving to get breakfast/lunch, personal calls.

Missed Punches & Missed Punch Form.

If you miss a punch – skip that punch.
There is no need to clock in when you remember.

If you miss the first punch of the day, skip that punch and punch in/out normally the rest of the day.

You must turn in a Missed Punch Form within 24 hours to your Campus Time Card Approver.

It is your responsibility to clock in and out correctly. You should never have more than 1 or 2 missed punches per month.



TIME CLOCK MISSED PUNCH CORRECTION FORM

EMPLOYEES: If a punch is missed, or needs a correction, please complete this form and return it to your supervisor within 2 business days. Use a separate form for each role type and date. Enter the ACTUAL time you arrived or left, not your scheduled time.

SUPERVISOR/TIME CARD REVIEWER: Please enter correction no later than Monday for the prior week.

Name: <u>Jane Doe</u>	Employee ID: <u>111/414</u>
Location: <u>GCPS</u>	Supervisor: <u>Smith</u>

Record your correction below:

Date of Missed Punch: 8/5/22

Missed Punch for: ☒ Regular Role ☐ Extra Duty Function Role:
(one form for each role type)

Type of Missed Punch: Time of Missed Punch:

Initial Clock In for the Day _____

Clock Out for Lunch _____

Clock Back In from Lunch 12:42

Clock Out at End of Day _____

Other – Please List: _____

Reason for missed punch: "Why" (Cannot be "forgot to clock in/out.")

A parent arrived in the office as I was returning from lunch + I began helping them, forgetting to clock back in first.

I certify that the information reported above reflects the accurate correction needed for my time card.

Jane Doe 8/5/22
Employee Signature Date

- Only enter punches that were missed.
- Reason cannot be "I forgot". Explain why you forgot or what caused the distraction.
- Submit form immediately after missed punch.



TIME CLOCK MISSED PUNCH CORRECTION FORM

EMPLOYEES: If a punch is missed, or needs a correction, please complete this form and return it to your supervisor within 2 business days. Use a separate form for each role type and date. Enter the ACTUAL time you arrived or left, not your scheduled time.

SUPERVISOR/TIME CARD REVIEWER: Please enter correction no later than Monday for the prior week.

Name: <u>Jane Doe</u>	Employee ID: <u>111/1414</u>
Location: <u>GCPS</u>	Supervisor: <u>Smith</u>

Record your correction below:

Date of Missed Punch: 8/5/22

Missed Punch for:
(one form for each role type)

☒ Regular Role

☐ Extra Duty Function Role:

Type of Missed Punch:

Time of Missed Punch:

Initial Clock In for the Day

Clock Out for Lunch

Clock Back In from Lunch

Clock Out at End of Day

12:42

Other – Please List:

Reason for missed punch: "Why" (Cannot be "forgot to clock in/out.")

A parent arrived in the office as I was returning from lunch + I began helping them, forgetting to clock back in first.

I certify that the information reported above reflects the accurate correction needed for my time card.

Jane Doe
Employee Signature

8/5/22
Date





TIMECARD Notes

- It is your responsibility to enter required time card notes for the current week before the next week starts **(By Sunday)**.
- Your Campus Timecard Approver should not have to contact you to ask you to enter your notes.
- It is recommended that you view your timecard before you leave on Friday and add any required notes at that time.
- Notes are required for:
 - Working 15 minutes OVER or UNDER your day's scheduled hours.
 - No lunch taken
 - Staff Development and School Business absences
 - Bereavement Leave – incl. relationship in the notes to verify policy is met (bereavement leave is only given for loss of immediate family member)
 - Jury Duty – Jury Summons note must be attached
 - Flex Time
- Notes should be detailed – what, when, where and why
 - Overtime/Extra Hours notes do not need to include a list of all your job duties, only what you were working on during the extra time worked.





OVERTIME Overview

- Overtime is any time worked over **40** hours in a work week.
 - Overtime must be pre-approved by submitting a ***Non-Exempt Overtime/Extra Duty Request Form on Frontline Central.***
 - A note must be entered on your timecard for that day explaining **WHAT** you were working on during the extra time worked and **WHY** you needed to work overtime. You do not need to list all the work you do during your regular work day.
 - Example: "I worked late organizing books in the library because we received a shipment at the end of the day."
 - Overtime is 1.5 times your hourly rate. If you make \$10.00 hourly, your overtime rate would be \$15.00 per hour.
- 
- 



Straight Time

*Time worked over scheduled time during a work week that contains a non-calendar day or holiday is **STRAIGHT TIME** and paid at the regular hourly rate of pay.*

Regular Scheduled Hours-----40 hours
Holiday Hours-----24 hours
Work Week Scheduled Hours-----16 hours

Jane works 8 hrs on Monday and worked 10 hrs on Tuesday for a total of 18 hours worked for the work week. This was only a 16 hour work week. The additional 2 hrs worked over schedule will be paid as straight time based on her regular hourly rate of pay.

Jane does not accrue overtime because she did not work over 40 hours for the work week.





Non-Exempt Overtime/Extra Duty Request Form

- Submitted in advance for time worked more than 1 hour & 15 minutes over scheduled hours for that week.
- This form covers only one work week.
- If extra hours were unexpected, submit form as soon as you know you will go over scheduled hours.
- Check timecard on Friday and if form is needed, complete it at that time.
- Employee should review approved form for any modifications/notes made by approvers.

PRIOR APPROVAL REQUIRED WITHOUT EXCEPTION



Non- Exempt Overtime/Extra Duty Request Form

Non-Exempt Employee Name: Hallie Coombs	Campus: Administration	Department: Business Office
Beginning Date of OT/Extra Duty Requested: 04/26/21	End Date of OT/Extra Duty Requested: 04/30/21	
Number of Hours Requested: 2	Project/Event Needing OT/Extra Duty Work Performed: Posting new positions	

Non-exempt employees should not work more than their normally scheduled hours in any work week without **PRIOR** approval from their supervisor (if applicable), the campus principal and the district office. When OT/Extra Duty is unavoidable, **it must be approved in advance** and should be managed as efficiently and economically as possible. This form must be used for each week in which OT/Extra Duty is requested. If the OT/Extra Duty run longer than a week, a new form and approval must be submitted.

Tasks to Be Completed

Creating templates in R&H and post new positions in a new platform

Reason Tasks Cannot Be Completed During Regular Working Hours

Creating the templates and getting used to the new system is causing this first round of postings to take longer than expected.

Employee's Signature: Hallie Coombs

Date: 04/22/2021

☒ APPROVED

☐ NOT APPROVED

☐ MODIFIED (explain modification details in space below)

Supervisor (if applicable): <u>Margina Escobar</u>	Date: <u>04/22/2021</u>
Head of School/Principal Approval:	Date:
COO Approval: <u>Carlo Silva</u>	Date: <u>04/23/2021</u>
CFO Approval: <u>Margina Escobar</u>	Date: <u>04/22/2021</u>

Modification (if applicable) - explain reason and modification to the initial request:

Try and flex time on Friday

PAYROLL OFFICE USE ONLY

Actual hours worked: 3 Actual dates worked: 4-15-21
Budget Code: same Payroll Run: 5/15/21

Can I **Volunteer** at my campus?

SURE! We love your dedication and willingness to help. *But...*

- You cannot “volunteer” to do your regular work duties, even if it is outside of your scheduled hours. *Ex: working the registration table at Back to School night.*
- Volunteering as a parent or assisting with tasks outside of your regular role is acceptable & not considered paid work time.
- *Ex: Helping with the Chess Team, being a Field Trip Parent Chaperone.*
- Determining volunteer vs. regular work can depend on the situation and your role. Please reach out to the payroll office, if needed, for help in making this determination.



Can I work Non-Calendar days?


- ONLY with Supervisor AND District pre-approval
- PSA (Personal Service Agreement) is required
- A Supervisor must be present

What is a Non-Calendar Day?

Any day that is not a scheduled day for you to work on your position's calendar, including weekends, holidays and all breaks.



Flex Time.

- **Flex time (working hours different than your standard work week) requires supervisor approval.**
 - **Flexing time should seldom happen. It is an exception.**
 - **Example: Jane leaves 2 hours early on Tuesday for a total of 6 hours worked. On Wednesday, she works late to make up the 2 missed hours. She has “flexed her time”.**
 - **You only need to enter an absence for the missed time if you did not make up the entire time missed. If Jane only made up 1 hour, she would need to enter an absence for 1 hour to meet her scheduled hours for the week.**
 - **A timecard note is still required when flexing time. Ex. “Left early for Dr’s apt” and “Flexed time – worked on open enrollment follow up”.**
- 



What is TIME SHORT of SCHEDULE?

Because compensation is annualized and based on calendar days and scheduled hours, employees are required **to work all scheduled hours**.

If an employee does not meet their scheduled hours for the week, they will be **plugged** for the minutes short of schedule.

Time Short of Schedule Example.

Jane was supposed to work **40** hours per week. Jane was late one day and did not enter an absence for the 30 minutes she missed. She ended up with a total of **39.5** hours.

The system will automatically plug (replace) those 30 minutes to make her whole (40 hrs). This way her check will not be affected.

These 30 minutes will be pulled from her "Personal Leave" bank.

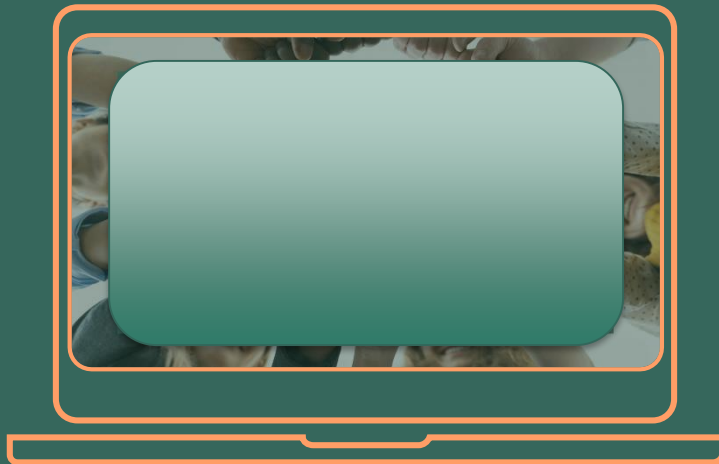
If Jane did not have any Personal Leave to pull from, she would be **DOCKED 30 minutes**. In other words, she would have 30 minutes of unpaid leave.





Do I need to enter my Time Short of Schedule Absences?

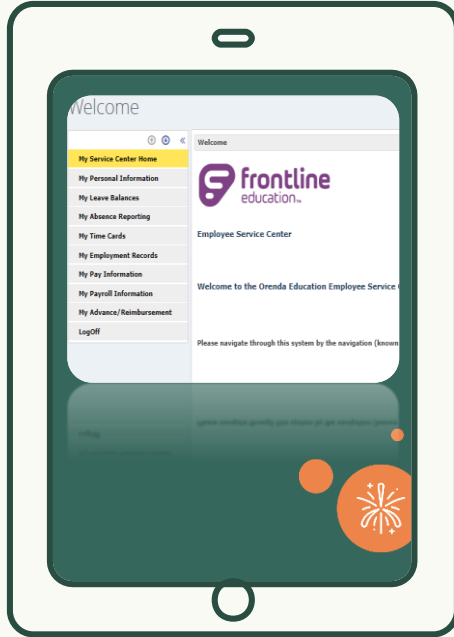
YES! You are required to enter all absence time in Frontline, even if all leave is exhausted. This reflects a better picture of what occurred in your work week.



It is better to have an absence recorded as sick or personal (even if you do not have the leave). Time Short of Schedule looks like you didn't care to work your required schedule.

The ESC.

Employee Service Center



- **Clock punches may be viewed and time card notes can be entered.**
- **View time worked for the week for accuracy.**
- **Enter absences and check leave balances**
- **View Paystubs, W-2 and Affordable Care Act Statements**
- **Check your schedule under My Absence Reporting/Employee Absences**
- **You access the ESC from Frontline at work or from home using the link under Employee Tools on the Orenda website.**



ERP & SIS Orenda Education

Welcome

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My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Employment Records


My Pay Information

My Payroll Information

My Advance/Reimbursement

LogOff

Welcome

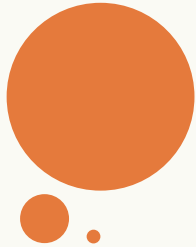


Employee Service Center

Welcome to the Orenda Education Employee Service Center

Please navigate through this system by the navigation (known as nav bar) on the left hand side.

To view clock punches, choose My Time Cards.



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Employee TimeCards

ID: 1550237 Hallie Ferguson Coombs

Select Date

Week Ending: ★ 05-19-2019

Name

Hallie F Coombs

Org Name

Business Office

Person ID

1550237

Position

Administration

Location

PCN

48

Card ID

1550237

Time Cards

Regular Assignment - 48

Next, choose the date. Because the work week ends on Sunday, choose the Sunday following the week you want to view.





Time Cards

Regular Assignment - 170

Date	Job / Absence Reason	Punch Times	Daily Totals			Approval Status			
			Worked	Absent	Scheduled	Time Card Status	Employee's Status		
05-09-2016	Educational Aide	7:46 AM,11:25 AM,11:55 AM,4:16 PM	08:00		08:00	Approved		Approve	Notes
05-10-2016	Educational Aide	7:45 AM,11:25 AM,11:55 AM,4:18 PM	08:00		08:00	Approved		Approve	Notes
05-11-2016	Educational Aide	7:42 AM,11:25 AM,11:55 AM,4:20 PM	08:15		08:00	Approved		Approve	Notes
05-12-2016	Educational Aide	7:48 AM,11:25 AM,11:55 AM,4:24 PM	08:00		08:00	Approved		Approve	Notes
05-13-2016	Educational Aide	7:41 AM,11:25 AM,11:55 AM,4:22 PM	08:15		08:00	Approved		Approve	Notes
Totals			40:30			40:00			
Page Totals			40:30		00:00	40:00			

- The next screen allows you to see the week at a glance.
- If you see any missed or extra punches, complete a missed punch form.
- Add any notes needed.

Regular Assignment - 170

Date	Job / Absence Reason	Punch Times	Daily Totals			Approval Status				
			Worked	Absent	Scheduled	Time Card Status	Employee's Status			
05-09-2016	Educational Aide	7:46 AM,11:25 AM,11:55 AM,4:16 PM	08:00		08:00	Approved		Approve	Notes	Attachment
05-10-2016	Educational Aide	7:45 AM,11:25 AM,11:55 AM,4:16 PM						Approve	Notes	Attachment
05-11-2016	Educational Aide	7:42 AM,11:25 AM,11:55 AM,4:16 PM						Approve	Notes	Attachment
05-12-2016	Educational Aide	7:48 AM,11:25 AM,11:55 AM,4:16 PM						Approve	Notes	Attachment
05-13-2016	Educational Aide	7:41 AM,11:25 AM,11:55 AM,4:16 PM						Approve	Notes	Attachment

Add Notes

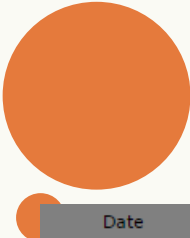
Existing Note:

Note to Add:

[Save](#) [Cancel](#)

Note : Review time punches daily. Report any changes to the time keeping administrator on your campus or at the district.

Add required notes or attachments by clicking the appropriate buttons on the left side of the page.



Date	Job / Absence Reason	Punch Times	Daily Totals			
			Worked	Absent	Scheduled	Time Card Status
08-31-2015	Educational Aide	7:49 AM,12:21 PM,12:51 PM,4:19 PM	08:00		08:00	Approved
09-01-2015	Educational Aide	7:44 AM,11:30 AM,12:04 PM,4:15 PM	08:00		08:00	Approved
09-02-2015	Educational Aide	7:44 AM,11:35 AM,12:05 PM,4:15 PM	08:00		08:00	Approved
09-03-2015	Educational Aide	7:51 AM,12:00 PM,12:34 PM,4:19 PM	08:00		08:00	Approved
09-04-2015	Educational Aide	7:48 AM,11:30 AM,12:00 PM,4:20 PM	08:00		08:00	Approved
			Totals	40:00		40:00
			Page Totals	40:00	00:00	40:00

↑
Time
Worked

↑
Absence
Hours

↑
Total

**You can also view your totals for Time Worked,
Absence Hours and the Total for the Week.**



Questions?



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Thanks.

Have an **AWESOME** year!

