




PART-TIME RECREATION EMPLOYEE

Appendix H -
Payroll/Timecard
Procedures

TIME CARD PROCEDURES



MILWAUKEE PUBLIC SCHOOLS

DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

PART-TIME SEASONAL EMPLOYEE TIMESHEET

Pay Date: **1**

Employee Name: **2**

Employee ID: **3**

Job Title: **4**

Job Code: **5**

Location: **6**

Budget Code: **7**

8 MORNING AFTERNOON EVENING **9**

Date	Time IN		Time OUT		Time IN		Time OUT		Time IN		Time OUT		TOTAL HOURS	Signature
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM				
SU														
M														
T														
W														
TH														
F														
SA														
WEEK #1														
SU														
M														
T														
W														
TH														
F														
SA														
WEEK #2														
TOTAL HOURS WORKED													10	

Principal / Clerk Signature _____ Date: _____

Recreation Supervisor Signature _____ Date: _____

EXPLAIN CHANGE OF HOURS ON BACK

The following steps must be completed. Incorrectly filled out timesheets will NOT be paid until corrected. Use pen (black or blue ink preferred) only - NOT pencil, magic marker, etc. It is your responsibility to see that time cards are filled out correctly and turned in to your supervisor. Timesheets can be filled out and emailed electronically (confirm this process with your supervisor/s).

FILL IN:

1. Pay Date (pay check date / two week delay)
2. Employee Name (Your full name)
3. Employee ID (MPS ID # - NOT Social Security Number)
4. Job Title
5. Job Code (8501, 8502, 8503, 8504, 8505, 8506, 8507, 8508, 8519, 8520)
6. Location
7. Budget Code (_____ -0-0-PRC- _____ -EWRC or EWPT)
(Enter Function Code) (Enter YOUR location Code)
8. Date (enter in dates worked, corresponding to 1st and 2nd weeks of payroll)
9. Total Hours (use decimals (.25 / .5 / .75 / 1.) when figuring hours not fractions)
10. Total Hours Worked (total two weeks of hours worked)

PLEASE NOTE: Falsification of time cards may be grounds for dismissal.

Time Clock Plus Entry

1. Time clock entry must be accurate and complete.
 - a. Punching "In" and "Out" is mandatory
 - b. The proper budget code must be used when punching in for a specific assignment

2. Missed Entry
 - a. All employees must clock "In" and "Out" of TimeClock Plus before and after each shift. If an employee misses a punch-in or punch-out, it can be corrected via the TimeClock Plus System. However, missed punches are not a practice that will be tolerated in abundance and more than two missed punches per pay period will warrant disciplinary action. Please reference the consequences below:

2 or more missed punches in a pay period

1st offense - Verbal Warning

2nd offense - Conference Report

3rd offense - Possible Termination

3. Mobile App Entry
 - a. With prior approval, employees have the option of using the mobile TimeClock Plus (TCP) application to clock in and out of the system. Employees using the mobile TCP app to clock their time must enable the GPS function on their mobile device. This function allows for transparency as it relates to the location of the employee when he/she is clocking in or out. The following steps will be taken against employees who fail to enable the GPS function on their mobile device:

1st offense - Verbal Warning

2nd offense - Discontinuation of mobile app use

4. Time Entry Monitoring
 - a. Each Recreation location is overseen by a full-time Recreation Supervisor.
 - b. The Recreation Supervisor runs a TCP report every payroll to track the frequency of edits made to staff work times.
 - c. The immediate on-site supervisor receives an email notification when two (2) or more edits are made to an employee's time within a payroll period (Child Care Camps only: The Principal is also copied).
 - d. The immediate on-site supervisor is contacted by the Recreation Supervisor to determine the cause of the excessive edits and to work towards a resolution.
 - e. Time Clock Plus users that repeatedly exceed the TCP editing threshold may be subject to disciplinary action

5. Approval of Entry
 - a. Time Clock entries must be approved in the Time Clock Plus System by the program supervisor no later than 11:59pm on the Tuesday after the pay period has closed.

Paycheck Viewing:

1. Visit www.milwaukee.k12.wi.us and click 'Self Service' under the 'Staff' tab.
2. Enter username and password. *(If you do not have a username and password, you must contact Tech Support at 438-3400 to obtain that information)*
3. Under the main menu box, click 'MPS Employee Self Service'.
4. Click 'Payroll and Compensation'.
5. Click 'View Paycheck' and then select which pay date you would like to view.

Overtime Eligibility:

1. Recreation employees who work more than 40 hours per week will be paid at the overtime rate (1.5 times their hourly rate).
2. For employees who hold multiple assignments, the overtime pay will be charged to the assignment in which the employee exceeded 40 hours.