

## **TimeTrack Tips for Supervisors**

### **Overtime**

- An employee's regular or daily schedule should not be changed because the employee is assigned to work scheduled or continuous overtime. For example, an employee's schedule is 0700 to 1500 and you are scheduling them to come out one hour early and work until the end of their normal shift (1500). You should not change their schedule to 0600 to 1400. They will enter regular time from 0600 to 1500 and the system will pay them 1 hour of OT from 0600 to 0700 and 8 hours of straight time from 0700 to 1500.
- An employee who works an hour of OT at the beginning of the day and an hour of OT at the end of the day should not have their schedule changed for the day and they will not be entitled to a meal.
- Continuous or scheduled overtime should be coded as regular time. The system will calculate overtime based on the employee's schedule with any hours worked outside of the schedule calculated as overtime.

### **Schedule Changes**

- A temporarily (daily) change in schedule should be used when moving the employees' normal schedule due to business need, ie. customer request. Normally, they would be expected to work an 8 hour shift with scheduled OT only if operationally needed at the end of the day.

### **6 Hour Break/Rest Pay**

- Employees should not enter regular time to cover their rest period. Rest pay is calculated by the system based on the time when the callout ended and the time the employee actually reported to work. Entering regular time to cover rest will cause the issue with the calculation of rest pay and may pay the employee overtime for the entire day.
- If possible, please keep your bargaining unit employees on the 6 hour break until it's fully complete to avoid overtime payments for the entire day.

### **Callouts**

- Some employees used regular instead of callout and vice versa. Please ensure that callout is used for any hours where they were actually called out. Only actual time worked should be entered for a callout. The system will calculate the bonus or guarantee hours.
- If an employee works up until midnight or into the next day, they need to record their time as 12a+ (include the +) instead of 11:59pm for their end time.

### **Time Off**

- Time Off with Supervisor Approval should be used for emergency situations or safety award days. Normally the employee should be required to use time off paid.

- Bargaining unit employees **MUST** use the Time Off Request screen for vacation and/or personal holiday. If the time requested is more than 2 days in the past, supervisors will need to enter it directly on the timecard for their employees.

### **Submitting Time**

- Make sure your employees submit their time before you approve their timecard.

### **Job Upgrades**

- Employees should only use upgrades when they're working on a job that's a higher pay grade. They do not need to enter their normal job in that column.

### **Meal Allowances**

- Employees should not be adjusting their time in order to receive a meal allowance. The system is programmed to automatically calculate meals. If they adjust their time, they are falsifying their timecards.