



Electronic Timesheets

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Employee Timekeeping – What's the Big Deal?

- ▶ Large sums of money are at stake
- ▶ Traditional timekeeping methods are generally inefficient
- ▶ Potential for fraud and abuse
- ▶ Accountability

Timekeeping Dimensions

- ▶ Time Worked – Positive Time
 - ▶ Scheduled Time
 - ▶ Exceptions
 - ▶ Overtime
 - ▶ Comp Time
- ▶ Time Off/Leave – Negative Time
 - ▶ Leave Accrual
 - ▶ Leave Management Reporting & Analysis

aper Timesheet Issues - Employees

- ▶ Late timesheet submittal
- ▶ Missing timesheets
- ▶ Illegible timesheets
- ▶ Altered timesheets

aper Timesheet Issues - Supervisors

- ▶ Tracking down late, missing timesheets
- ▶ Interpreting illegible timesheet entries
- ▶ Rejecting timesheet entries
- ▶ Lax timesheet approvals

Paper Timesheet Issues - Payroll

- ▶ Tracking down late, missing timesheets
- ▶ Interpreting illegible timesheet entries
- ▶ Manual data entry – laborious
- ▶ Manual data entry – potential for error
- ▶ Reporting, auditing challenges
- ▶ Physical storage of timesheets

Time Recording Options

- ▶ Automated timesheet entry and submittal
- ▶ Manual timesheet entry and submittal
- ▶ Electronic device time capture
- ▶ Manual leave entry
 - ▶ Leave approval workflow
 - ▶ Leave balance maintenance

Electronic Device Time Capture Options

- ▶ Individual computer workstation (can restrict to district network)
- ▶ Individual tablet computer (can restrict to district network)
- ▶ Individual smartphone (with GPS location)
- ▶ Centralized kiosk computer with ID and PIN input
- ▶ Centralized kiosk computer with scanning input
 - ▶ Barcode
 - ▶ Magnetic stripe
 - ▶ Proximity
 - ▶ Biometric
- ▶ Specialized kiosk devices: multipurpose, weather-resistant

mesheets vs. Timeclocks

- ▶ Conventional timesheets indicate “stated” work time
- ▶ Timeclocks indicate *actual* work time
- ▶ *Electronic time capture – either with timesheets or timeclocks – allows for automated accrual of leave*

mesheets vs. Timeclocks

- ▶ By whatever means employees record their work, time is presented on electronic timesheets for supervisory review and payroll processing

Electronic Timekeeping Applications

- ▶ Classified Employees
- ▶ Certificated Employees - “extra duty”
- ▶ Grants Management – recording “time and effort”
- ▶ Substitute Employees
- ▶ Student Workers
- ▶ Other

Electronic Timekeeping – Implementation Challenges

- ▶ Cultural Change
- ▶ Compliance
- ▶ System Cost
- ▶ System Setup

Electronic Timekeeping - Change Management

- ▶ Consider a phased approach
 - ▶ District office staff
 - ▶ School site staff
 - ▶ Other classified staff
 - ▶ Certificated staff

Alaska School Districts using Frontline Time & Attendance

- ▶ Sitka
- ▶ Kodiak
- ▶ Ketchikan
- ▶ Wrangell
- ▶ Mat-Su
- ▶ Yukon-Koyukuk