Feeling a little confused? Don’t sweat It!
Here are some quick and easy answers to common questions.

1. Missed Payroll Deadline

“I missed the payroll deadline and can’t make edits in the timekeeping system for my staff.”

- Prior to the Payroll deadline, you can perform edits for your staff directly in the timekeeping system. For example, if an employee has been out sick for two days, you can enter the SK leave directly in the system even for previous days.
- Make it a habit to sign on to the Manager interface daily to check for missed punches or leave requests that require your action.
- Be sure to perform all edits and approve the time records for your staff weekly.
- Missed deadlines require a payroll adjustment EPAR

2. No Job Code

“An employee tried to clock in, but there was no job code in the timekeeping system.”

- Have the employee complete a Time Edit Form for the shift.
- Check your budget to make sure you have funds for the position.
- If there is funding, submit an ePar for the position via Infinite Visions.
- Have employee continue to record time worked on the Time Edit Form until the job appears in the timekeeping system. Then, let employee know when he or she can start using the time clock.

3. Clocked In for Wrong Job Code

“An employee with multiple jobs clocked in using the wrong job code for a shift.”

- Have the employee complete a Time Edit Form for the error.
- Make the correction through the time clock Manager interface. You can make the correction directly in the system the same day the error occurred.

Reminders

- At this time of year, it’s possible to have staff clocking into jobs that haven’t started yet. Keep this in mind in case errors occur due to this.
- Take advantage of the built-in communication tools in the timekeeping system. You can send messages to staff that they’ll see when they clock in.
- Manager Logon: http://ip-time-web-01/app/manager/#/ManagerLogOn
- Manager Online Tutorial/Support Documentation Available on www.tusd1.org

No paperwork required!
You now APPROVE VAC and PL REQUESTS in the timekeeping system.
Holiday leave will be loaded automatically.

Need additional help?
Contact the Time and Attendance Office
Simply email clockadmin@tusd1.org
or call 225-6555