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GENERAL

Are there benefits to staff as a whole from the new system?

The system contributes to more secure work environments, reduced payroll costs, and improved employee morale and productivity. It will set standards across campus for the work day as well as track paid and unpaid leave in single system, in hopes to address many concerns that were brought up during the Coffee & Conversations with the President last spring.

Who makes policy decisions?

Primarily campus-wide policy decisions are made by the President and Vice Presidents. Additional policies may be necessary for certain circumstances relative to a given department that can be worked out among the department supervisor and their Vice President.

What are the College’s standard hours of operation? Can my schedule be flexible?

The college’s standard hours of operation are from 8:30 to 4:30. Many departments may operate a different schedule depending on business needs. The standard hours worked is a 7 hour day with an hour designated for lunch which is unpaid.

Is lunch paid or unpaid?

Time designated for a lunch break will not be paid by the college.

Do I get paid for my breaks? What is a break?

Breaks away from your desk which extend over a 20 minute period will not be paid, which is determined by the supervisor.

What do I do if the network is down or there is a power outage?

If the system is down and you are not able to clock into the system, you will be required to inform your supervisor. The system will allow your supervisor to manually add/adjust punches if needed.

Can I punch in/out from a time clock and a computer?
You can punch in and out from either the clock or the computer. Your supervisor will dictate which option will be required.

**What is my responsibility as an Employee?**

All staff, exempt and non-exempt, has a responsibility to submit leave requests to their supervisors in a timely manner. All non-exempt staff has a responsibility to punch in at the beginning of the workday and out at the end, and to notify the supervisor immediately if an error is encountered.

**Will I get email alerts?**

No.

**Will my login be the same as my MICA login?**

No. This will be your MICA id number and either a finger punch or a computer password.

**Can I punch in/out from different Buildings?**

Yes, if agreeable with your supervisor.

**Will kiosks be installed next to the time clocks so I can choose if I punch in/out by time clock or computer?**

Not at this time will the college install kiosks. However you will have the option of punching in at a clock or computer.

**When I log-out of the Timeforce software will I need to also close my browser so no one can access my account?**

When using the computer login you will need to close the browser after completing your entry.

**Is the Time Clock clean/sanitized?**

Hand sanitizer is generally found at the guard desks near the time clocks in each building. But rest assure, the time clock finger zone is not a hot zone for germs. In fact, it will be touched far less frequently than restroom door handles, or water cooler spigots.

**LEAVE**

**How do I request leave time?**

You will be able to submit leave requests through a desktop computer. Your request will be electronically delivered to your supervisor for approval/denial and the determination will be electronically returned to you.
How do I accrue my leave?

You will accrue your leave per pay period. Total annual eligible vacation and sick leave will be divided equally across 26 pay periods. Personal leave days will be awarded in full at the beginning of July.

How do I check my accrued leave?

You can log into the system to review at any time.

Does MICA use Comp Time?

No.

What do I do if I work from home?

This should be preapproved by your supervisor. With that, there is a supervisor override code that can be entered on your behalf for hours worked outside of the office.

What do I do if we have a snow day?

MICA’s inclement weather policy will remain in effect. Additionally, there are supervisor override codes that can be entered on your behalf depending on the situation for that day (i.e. administrative leave, campus closed, vacation/personal).

What do I do if I have an unplanned sick day?

It's the employee’s responsibility to notify the supervisor of the absence in a timely manner. The supervisor can determine if this is the responsibly of the employee or can then submit the sick leave request on behalf of the employee, or the employee should submit the request on his/her own upon return to work. This will prompt the payroll system to include the hours to be paid on the appropriate paycheck date.

Do I have to take leave time in half day increments? Can I take leave time by the hour?

All leave is tracked in real time or hours; employees can take time off once it is approved by the supervisor.

PROCEDURE

I am a student and I work in multiple departments, how will I punch in/out?

You will be given a specific code for each position you hold. When punching in you will use the appropriate code for the job you are doing. It is important to enter these codes correctly to avoid any delay in processing your timecard.
**Will I punch in/out using a time clock or through a computer?**

If the tasks of your position require you to use a computer you will punch in/out on your computer. However, you can choose to use the time clock. If the tasks of your position do not require you to use a computer you will punch in/out using a time clock.

**Where are the time clocks located?**

Time clocks are generally located just inside the main entrance of each campus building (next to the guard desks). An additional clock has been placed in the Photography department due to the volume of hourly employees needing this access.

**Is there a grace period for punching in/out?**

No. This is not necessary as the system will track time to the minute.

**What if I am a few minutes early? Do I just clock in?**

This is the responsibility of the supervisor to advise employees as to what the expectation is for clocking in. Each department will establish their rules but the overall standards must be maintained. If an employee is on site and working, they should be clocked in and therefore will be paid for all hours worked.

**REGULATION**

**Definition, explanation, description of Exempt and Non-exempt:**

Employees whose jobs are governed by the Fair Labor Standards Act are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not.

**SUPERVISOR**

**What is my responsibility as a supervisor?**

You are responsible for verifying your hourly employees hours worked every pay period. You will need to resolve any errors that arise on a timesheet with that employee. You will then electronically approve all subordinate employee timecards. You are also responsible for approving leave requests for hourly and salaried employees under your supervision.

**How will I verify an employee’s timesheet?**
This will be managed electronically through the TimeForce system under your own login id. You will receive additional supervisory training prior to your department being rolled into the new system.

**Can I run reports?**

Yes, the system will allow you to pull information about your employees in real time.

**What do I do if my employee forgets to punch in/out?**

This is the supervisor’s responsibility to make certain employees are punching in and out and over time employees will get used to this function. Early on in the learning phase, supervisors will work with the employee to remind them of this function. However, as the supervisor you can override the system and manually punch your employee in/out. It will indicate that you made this change outside of the normal process.

**How do I address employees who are punching in early or out late?**

This is a policy that may vary between departments based on the department's individual needs. The policy should be set by the supervisor and explained to the subordinate staff. If you feel you need assistance with setting or enforcing policy, Human Resources is glad to help.

**What if I am unable to approve an employee’s electronic time card?**

There will be more than a single level of supervisory approval in the system. If the immediate supervisor is not able to approve timecards, they would then default to the next supervisor up. In rare or special situations, the Payroll Manager has administrative access that will prevent the employee’s pay from being delayed.