

**Verona Area School District**  
**Time Entry Work Rules**  
First Put in Place August 27, 2007  
Revised August 1, 2011

1. All hourly employees must create an account in a VASD time clock.
2. All hourly employees must sign in to the Skyward timeclock system upon reporting to work. Any one of the following log in options provide appropriate identification and are acceptable: A) Employee Identification Number log-in; B) HID proximity card entry (High School and GE only); or C) fingerprint. It is the responsibility of each employee to keep their log in information private so others cannot use their credentials. Once logged in, employees are responsible for any information they provide, update or remove.
3. Start and stop times must be recorded on a daily basis to reflect actual hours worked for the day; not merely your assigned hours of work.
4. Each employee must record their own time worked. Entering the Employee ID or using the proximity card reader of another employee (e.g. "buddy punching") to clock in or out is not permitted.
5. Time must be submitted to your supervisor for review and approval at the end of each work week. By submitting your time worked through the VASD network, you are attesting to the accuracy of the information submitted and the submission will serve as your electronic signature.
6. If you are asked to work additional hours beyond your normal shift, select the option of "Additional Hours Approved by Supervisor" on the timeclock. You must obtain prior approval from your supervisor to work additional hours beyond your scheduled shift.
7. If employees are taking an unpaid, duty free lunch in lieu of combining their two 15 minute break(s) into a paid lunch, they must record two separate start and stop times. Example: Record 8:30 to 12:30 and 1:00 to 3:30 for a 30 minute duty free lunch.

Employees who combine their two paid breaks for a 30 minute "paid" lunch do not need to punch out. This break is interruptible, however, so employees should not leave the building if they select this schedule option.

8. Hourly pay for salaried employees (i.e. curriculum pay for teachers) and extra-curricular and other duty work for hourly employees must be submitted within one month of the work being performed. Paper timesheets are to be utilized.
9. Hourly employees may not work through their rest breaks to shorten their

day. For example, an 8 hour per day employee could work from 8 am to 4 pm and combine their two (2) 15 minute breaks for a paid lunch. However, they cannot skip those breaks and leave at 3:30 pm.

10. Employees are responsible for logging out of all systems and for exercising the necessary precautions when using publicly accessible computers.
11. Special Notes:
  - a. Employees whose normal work schedule includes night shift differential need only clock in and out; the system automatically applies the night shift differential.
  - b. Employees designated to work with “Hard to Serve” (HTS) Special Education students will be allowed to use the computer to adjust their hours worked for HTS periods.
  - c. Employees with dual positions will clock in/out using Employee Access/True Time via the computer.