

SOUTH TEXAS COLLEGE
Time and Attendance Project
Q&A

Time entry options:
Time clock
On-line web entry

1. What are the benefits of using a time clock?

- Increased accuracy over manual time tracking using timesheets
- Give an exact amount of hours worked by employees
- Help assist with payroll time collection
- Create a legal document of actual time worked
- Time clocks are easy to use and set up
- Reduced rounding errors in computing time
- Reduced time for management to review employee hours
- Eliminate buddy punching with optional biometric scanners
- Export time clock data to payroll Banner software

2. Why were biometric clocks purchased?

- Biometric time clocks use some of the latest technology available to keep track of employee time.
- STC employees will use a fingerprint to log in and out. Biometric technology helps eliminate costly buddy punching and cuts down on lost work due to fraud.
- Biometric time clocks have the ability to export data to a computer for easy processing

3. How do we account for work done offsite?

- Login can be completed via
 - Any Qquest time clock set up in any campus
 - Any STC network computer through the internet using a password
 - Supervisor or their designee will be responsible for entry of missed punches or editing for errors

4. How do the clocks account for overtime hours worked?

- Clocks will record all hours worked by the employee
- Overtime hours worked by the employee will be paid or employee given compensatory time off in accordance with STC policy #4520, Compensation for Overtime
- When granted overtime pay an employee will receive payment the last day of the following month
- Overtime compensation is earned when an employee exceeds 40 hours physically worked in any given work week (Monday through Sunday) in accordance with the Fair Labor Standards Act and State of Texas statutes

5. How will we request vacation and sick leave hours?

- No change to current practice for exempt employees; employee would submit leave form for approval
- Non-exempt employees will submit a paper leave form for approval and the supervisor or designee will enter the leave absence into Qquest

6. Will my paycheck amount fluctuate month to month?

No, there will not be a change to current method of figuring monthly salary amounts

**SOUTH TEXAS COLLEGE
Time and Attendance Project
Q&A**

7. What happens if I clock in a few minutes early or late?

- The system will be setup to round captured time to the nearest quarter hour

8. Will employees receive training?

- Yes, training is scheduled to be done concurrently with the employee setup and fingerprinting sessions. A handout will be given to each employee for future reference.

9. When will supervisors and their designees receive training?

- Please respond to belindas@southtexascollege.edu to reserve a space in one of the following sessions: April 17 at 2:00, April 18 at 10:00 and 2:00, and April 24 at 10:00 and 2:00.

10. How will staff clock in/out when reporting to two different campus locations or on-campus training sessions?

- Same procedure as #3.

11. How will staff clock in/out when traveling or attending training sessions away from campus?

- The supervisor or designee will enter the time. If the employee is away constantly and it will create a hardship for the AA then please notify us so we can evaluate the situation.

12. Will the staff be able to manually revise their punches?

- No, due to internal control issues.

13. Do employees have to clock in/out every time they leave their office?

- If the employee is leaving for lunch, at the end of the day or an extended period of time that is not work related (i.e. sick, vacation) they would clock out. If they are leaving temporarily from this worksite to attend a work related matter (i.e. meeting, on-campus staff development) then they would not clock out during that period of time. The clocks are not intended to replace office logs used to track employees' physical location.

14. When do employees use on-line web entry as opposed to a time clock?

- Any employee that has access to an STC network computer can use this option.

15. How does the fingerprint registration process work?

The finger reader scans the print for variances in the lines and marks 7 points on the finger. From these points a calculation is made and the fingerprint is translated into a number. This number is then stored as part of the Card ID record to validate against time clock punch requests. The same process will occur every time your finger is scanned and it will be compared. This is all that gets stored on the time clock.

