

SOUTH TEXAS COLLEGE
TimeForce Time and Attendance
Frequently Asked Questions

1. How does STC account for work done offsite?

Login needs to be completed via:

- Any TimeForce time clock set up at any campus
- Any STC network computer with internet access to TimeForce web time entry
- Supervisor or their designee responsible for entry of missed punches or timecard errors

2. How do the time clocks account for overtime hours worked?

- Clocks will record all hours worked by the employee.
- 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.
- When granted overtime pay an employee will receive payment the last day of the following month.

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

- Please refer to answer on question #2.

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

- TimeForce is setup to round captured time to the nearest quarter hour

5. Will STC employees receive training for Time Force?

- Yes, training will be done concurrently with the employee setup and fingerprinting session with HR. Additionally, employees or supervisors may contact Nereyda Gonzalez at (956)872-4629 or njgonzalez@southtexascollege.edu to schedule a training session.

6. How come an employee cannot manually revise their punches?

- The revision/correction process is done by a supervisor/designee to maintain internal controls.

7. 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 leave) they would clock out. If they are leaving temporarily from this worksite for a work related matter (meeting, on-campus staff development) then they would not need to clock out during that period of time.

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

- The preferred method of time entry is a time clock however, if a time clock is not available on-line web entry may be used to clock in/out.