

Frequently Asked Questions

General Questions

Where does an employee find their username / password? Usernames / passwords will be issued by our Payroll team.

Will current employee numbers change? No.

What other processes will change?

- Employees currently punching in/out at time clocks will use the new UKG time clocks.
- Timesheets, leave requests, and overrides will be submitted electronically instead of with paper forms.
- Timesheets will be electronically approved weekly rather than monthly via a paper timesheet.
- Fair Labor Standards Act allows for a 7-minute rounding. Mountain Brook Schools will now utilize that rule and round punches to avoid differences in employees' pay from month to month.
- Effective July 1, 2023, non-exempt/classified staff will have the ability to take leave in increments as small as 15 minutes.

Will employees have timesheets? Yes, but timesheets will be electronic.

Will employees use the missed punch/override form? No. Timesheet edits will be made electronically in the system.

Punch-in & Punch-out Procedures

Who needs to punch-in and out each day?

- **Non-Exempt** (classified) employees must punch-in/out for payroll purposes.
- **Exempt** (certified) employees may be asked to punch-in/out to track attendance to meetings/professional development, but not for payroll.

How will non-exempt employees punch-in/out? Most non-exempt employees will punch-in/out at a time clock. In specifically defined exceptions, some non-exempt employees will punch-in/out at a computer or with the mobile app.

When an employee punches-in/out, how will they know if their punch was accepted? An "ACCEPTED" message will appear on the screen.

What if an employee forgets to punch-in/out? Employees must use the "Request Timesheet Edit" button to electronically submit their missed punch(es).

What if an employee is supposed to punch-in/out on a desktop and the server/network is down? If timeclocks are functioning, employees should punch-in/out at the timeclock. Otherwise, employees should write down their punch-in/out time and wait for instructions.

What if an employee leaves in the middle of the day, but comes back to work on the same day? Punch-in and out each time you come and go from your worksite.

Badges

Will everyone get a new badge to punch-in/out with? No. Current employee ID badges (used for building access), will be used to punch-in/out. If you do not have an ID badge (used for building access), contact payroll. Note: Replacement badges must be programmed by payroll for punch-in/out capability.

What if an employee forgets or loses their badge? Each badge has a unique number built into it. Employees should safeguard badges and should immediately notify their supervisor if it is lost. While not encouraged, an employee may type their employee number at the time clock rather than using a badge to access employee records.

Can badges be transferred between locations? Yes. If an employee receives an error, they should contact the Payroll team immediately.

System Functionality

What if an employee works on a day that is not part of their normal schedule? Employees should punch-in/out as they would on a normal scheduled work day. If a time clock is not available, employees should write down their punch-in/out time and on the next regular work day ask their supervisor/payroll team for further instructions.

Will the system determine if an employee is late? Will there be a grace period? The system is configured using schedules submitted by the employee's assigned supervisor.

Will supervisors be able to view time punches for the employees they supervise? Yes.

Mountain Brook Schools Policies & Procedures

General Questions

Will supervisors continue to approve employee timesheets? Yes, but they will do this electronically.

What increments can leave be taken? Until July 1, 2023, employees will continue to take leave in ½ or whole day increments. Effective July 1, 2023, non-exempt/classified staff will have the ability to take leave in increments as small as 15 minutes.

What if an employee does not come to work on a day they are scheduled to work? Based on the employee's schedule, if 12 hours have passed since the employee was supposed to punch-in, but nothing has been recorded, it is marked as an unexcused absence, and highlighted so the supervisor knows to look for a leave request for that date.

Leave Balances

How will an employee check how much leave time they have? An employee can select the "View Leave Balances" button on the time clock, tap their badge, and see leave balances. Employees may also view leave balances by logging into the MBS UKG site.

Overtime / Comp Time

Will the system change how overtime/comp time is monitored and handled? Overtime/comp time will still require prior approval by a supervisor. How that approval process is implemented is up to the individual departments as it always has been. The only difference will be in monitoring; supervisors will have easier access to view overtime/comp time taken in the UKG system. Comp time will not be offered until July 1, 2023 and will be explained in further detail at that time.

Employee Schedules

How will employee schedules be entered into the system? Employee schedules were built into the system during configuration based on the information provided by department/school administrators. Subsequent changes to employee schedules can be made by Payroll at the request of the administrator.

Training/Education

Will the employees receive training? All employees and supervisors will receive job aids/guides to help them perform their daily timekeeping tasks. The punch-in/out process is VERY simple and our Payroll team is available to all staff should they have questions after reviewing the job aids/guides provided.