



## ExecuTime Frequently Asked Questions

### Clocking In/Clocking Out

**Q: After I hit “Clock in” on the time clock the display read “clock-in stored.” What does this mean?**

**A:** “Clock-in stored” is displayed when the clock is unable to communicate with the server. Although it is displaying this message, the clock is storing your clock in/out transaction. Once the connection to the server is restored, your clock in/out transaction will be transferred. **DO NOT CLOCK IN A SECOND TIME.** Please verify that your hours transferred over correctly before approving your timecard.

**Q: What should I do if I forget to clock-in?**

**A:** If you forget to clock-in please clock-in as soon as possible. You will then need to complete an *EXECUTIME CORRECTION FORM* and submit it to your supervisor immediately so that your time can be adjusted in ExecuTime. The form can be located at: S:\Dept. - Human Resources\ExecuTime.

**Q: I tried to clock-in but the system says, “You are already clocked-in.” What do I do?**

**A:** You are receiving this message because you did not clock-out the previous night. You will need to clock-out and then clock-in. Next, complete an *EXECUTIME CORRECTION FORM* and submit it to your supervisor immediately so that your time can be adjusted in ExecuTime. The form can be located at: S:\Dept. – Human Resources\ExecuTime.

**Q: What is the 7-minute rule?**

**A:** Under the “7-minute rule”, clock-in and clock-out times on timecards in ExecuTime are rounded to the nearest quarter hour. This rounding is for pay purposes only. Please see below for how the rounding is applied:

How the 7-minute Rule Works	
<i>Clock Minute Range</i>	<i>Rounding Increment</i>
53 to 7	0:00
8 to 22	0:15
23 to 37	0:30
38 to 52	0:45

**Q: If I am an employee with multiple positions within the college, how do I ensure that I get paid properly?**

**A:** Employees who have more than one position (also called an assignment) at Camden County College must attribute their time worked to the corresponding position. The ExecuTime time system automatically attributes all time entered as if it were being paid from the position considered one's 'default' or primary position. For this reason, employees must specify the position code for any non-default positions.

Please use ExecuTime to clock-in and out ensuring that your position code matches the assignment you are clocking in for. If you are not aware of which position codes links to each assignment, please contact the payroll department. In addition, for verification purposes, please submit a paper time sheet to payroll with the corresponding budget number. The paper timesheet does not need to be signed by the supervisor.

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### **Leave Time**

**Q: I previously submitted a time-off request, but I now have to change/cancel the date. How do I handle this?**

**A:** It would depend on the scenario; below are the courses of actions you may take:

- a. **Leave request is in Pending status:** Click on the "Pencil" button to the left of the request, make the necessary changes and hit Save.
- b. **Leave request has been approved by your supervisor:** contact your supervisor so that they can reset the request to "Pending" status. Once the request is reset to pending status, please refer to "**Leave request is in Pending status**" above.
- c. **Leave request has been approved by your supervisor and processed by payroll:** Please complete an Attendance Report and submit to payroll for the adjustment. The form can be located at S:\Dept. – Human Resources\ExecuTime.

**Q: How do I request a Floating and/or Birthday holiday during the summer schedule in ExecuTime?**

**A:** If you are requesting a Floating and/or Birthday holiday during summer schedule, you must submit 2 separate requests for the same day:

- a. If you are a 7 hour employee who works 8.5 hour days during the summer schedule:
  - Request 7 hours birthday and/or floating from the "Benefit Type" drop down.
  - And-
  - Request 1.5 hours of "Hour Adjustment" from the "Benefit Type" drop down.
- b. If you are a 8 hour employee who works 10 hours days during the summer schedule:

- Request 8 hours birthday and/or floating from the “Benefit Type” drop down.  
-And-
- Request 2 hours of “Hour Adjustment” from the “Benefit Type” drop down.

**Note: The Benefit Type “Hour adjustment” will not affect any leave time balances.**

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### **Time Approvals**

**Q: I will be off during the week that time cards must be approved. What should I do?**

**A:** Prior to the start of your leave, in ExecuTime, please go to “Time Approval”, select “Current Period” and approve your time.

**Q: What happens if a supervisor is off during the week that time cards must be approved? How does this affect my paycheck?**

**A:** Time cards must be approved by a supervisor in order to be processed for payroll. All supervisors have “backups” in ExecuTime. If a supervisor is not able to approve a time card, their backup will have the ability to go into ExecuTime and approve timecards.

**Note: All time cards must be approved by a supervisor in order to be processed for payroll.**

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### **Cancellations/holidays:**

**Q: As a full-time employee, if classes are cancelled, how do I get paid for the day?**

**A:** Payroll will input an hourly adjustment onto the time cards of all full time employees for days when the college has cancelled classes.

**Q: As a permanent part-time employee, if classes are cancelled, how am I paid for my regularly scheduled hours?**

**A:** If classes are cancelled on a regularly scheduled day, upon their return to work, permanent part-time employees must submit a leave request in ExecuTime using the Benefit Type “Hours Adjustment” for the hours they were scheduled to work.

**Note: If classes are cancelled on a day that a permanent part-time employee is regularly scheduled off, they are not entitled to be paid.**

**Q: As a full-time employee, how am I paid for college holidays?**

**A:** Payroll will input all holidays onto the time cards of full time employees.

**Q: As a permanent part-time employee, how am I paid for college holidays that fall on my regularly scheduled work day?**

**A:** If a college holiday will fall on a regularly scheduled work day, permanent part-time employees must submit a leave request in ExecuTime using the Benefit Type “Holiday pay ccc” in order to get paid for the hours they are regularly scheduled to work.

**Note: If a college holiday falls on a day that a permanent part-time employee is regularly scheduled off, they are not entitled to be paid for that holiday.**

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**Summer Schedule:**

**Q: As a non-exempt employee who works a thirty-four (34) hour work week during the summer, how am I paid for the additional hour?**

**A:** Payroll will input an additional hour per week on all full-time, non-exempt employees’ time cards during the summer schedule.

**Overtime & Compensatory “Comp” Time**

**Q: Does leave and holidays count towards overtime?**

**A:** No, time off for holidays, paid leave and compensatory time are not counted as hours worked when calculating overtime.

**Q: Does overtime or “comp” time have to be authorized by a supervisor prior to the work being performed?**

**A:** Yes. Overtime must be pre-approved by a supervisor. Non-exempt employees who engage in unauthorized overtime work may be subject to disciplinary action.

**Q: What happens if a non-exempt employee works beyond his/her scheduled hours without prior authorization?**

**A:** If the employee works without authorization or prior permission, he/she must be compensated in accordance with the law. It is the duty of management to exercise control to see that work is not performed beyond scheduled hours without prior approval. It is the role of the supervisor to counsel the employee and initiate progressive disciplinary action if the process has not been followed. Assistance with this process can be obtained by contacting the Office of Human Resources.

**Q: Can a non-exempt employee “volunteer” to stay to complete work?**

**A:** No. Non-exempt employees may not “volunteer” to work “off the clock” without

compensation. The exemption criterion is federal law. An employee and employer cannot agree to waive any of the law's requirements.

**Q: If a non-exempt employee works through their lunch hour, should that time be considered overtime?**

A: Yes, it is considered overtime if working through the lunch hour results in the employee working more than 35 hours in that workweek. Again, overtime must always be authorized in advance by the supervisor, including work done during the lunch hour. As with other policies, it is management's responsibility to ensure that employees obtain prior approval for working overtime, and initiate progressive discipline in cases of consistent disregard for policy.

### Timecards

**Q: There is a  under the "Rules" column on my timecard. Why is this showing up?**

A: A  appears under the "Rules" column on your timecard if there is a rules violation.

If you move your mouse over the  icon, additional text information will display showing the violation. Some violations that may appear are:

- "Schedule: Grace period exceeded" - if you are receiving this violation, it means that you clocked in more than eight (8) minutes before or after your scheduled shift.
- "Transaction incomplete" - if you are receiving this violation, it means that you clocked in, but did not yet clock-out. You will see this violation daily. It disappears after you clock-out.

### Automatic Lunch Deductions

Effective March 27, 2017, and until further notice, the Non-Exempt Administrators and Secretaries will no longer be required to clock out and in for their lunch period. In accordance with those requests, the College will take an automatic one (1) hour deduction for each of your one (1) hour "work-free" lunch periods during the non-summer schedule. During summer schedule the College will take a one-half (1/2) hour deduction for your one-half (1/2) hour "work-free" lunch period.

It is the responsibility of the employee and their supervisor to ensure that the employee does not perform work during this period of time every work day. Failure to do so is both a possible violation of labor law and insubordination and will be cause for discipline. All Employees are expected to be both respectful and prudent about their own time and that of the public entity.

As a result of this automatic deduction, it will be the **responsibility of the employee** to complete an ExecuTime Correction Form and to immediately provide such completed form to their supervisor whenever their time needs to be adjusted due to work being performed during their lunch period or when reducing their lunch period.